



Telopea Park School Board Meeting

AGENDA and Minutes



Date:	13 th May 2025	Time:	5.17pm – 6.56pm	Chair:	Paul De Fombelle	Minutes:	Jodie
Attending	Paul De Fombelle (Parent Rep) (Chair), Abigail Y (Student Rep) (Deputy Chair), Francesco Colonna-Romano (French Gov Rep), Michelle Morthorpe (Principal), Florence Llopis (Proviseure), Mhairi Henderson (Teacher's Rep), Sarah Moncuquet (Teacher's Rep)); Olivia Stossich (Australian Government Rep), Stephen Bouwhuis (Parent Rep), Paloma G (Student Rep), Jodie Hinton (Finance/Secretariat)			Apologies:	Stephanie Ane (Parent 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 Ngunnawal 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
<p>1. Meeting opening</p> <p>1.1 Acknowledgement of country</p> <p>1.2 Apologies</p> <p>1.3 Disclosure of Interests</p> <p>1.4 Minutes of previous meeting (actions outstanding)</p>	Chair	5 mins	<p>Stephanie Ane</p> <p>NIL</p> <p>Minutes from the previous meeting to be agreed to out of session agreement.</p>	
<p>2. General Business</p> <p>2.1 Selection of Chairperson/Deputy Chairperson</p> <p>2.2 Board Appointed Members</p>	<p>All</p> <p>Michelle</p>	<p>45 mins</p> <p>10 mins</p> <p>5 mins</p>	<p>Elected Chairperson – Paul De Fombelle Elected Deputy Chairperson – Abigail York</p> <p>The Chairperson and Deputy Chairperson will be elected in these roles for 12 months.</p> <ul style="list-style-type: none"> MM requested that the board vote on appointing Cymantha Cantrill as a board appointed member, to participate in discussion and present information to the board on the MYP as part of the 5 year evaluation. This appointment will be for 12 months. <p>Moved – Michelle Morthorpe Seconded – Stephen Bouwhuis</p>	

2.3 Communication	All	10 mins	<ul style="list-style-type: none"> Appointed members – The board would like to look at the applicants who have expressed interest in this and then have a discussion about who to appoint to the board, depending on their background and experience. Comms plan carried over as per past meetings, now that the new board is in place, it is time for to focus on what needs to be built. The board needs decide on the strategy, based on the feedback from all parties involved – parents, students and teachers. 	
2.4 Review of Policies – Inclusion and Language	Michelle	5 mins	<ul style="list-style-type: none"> Provided to take away for the board to read and provide feedback. Michelle to send out updated Language Policy by the end of the week. Policies are to be ratified by the board and then can be published on the school website. 	
2.5 Behaviour Management	Stephen	5 mins	<ul style="list-style-type: none"> There is discussion amongst the parent groups for the school to hold a dedicated information night, to give parents visibility and an understanding of the school's behaviour management procedures. 	
2.6 Workplan	Francesco	5 mins	<ul style="list-style-type: none"> The 3 focus areas of the previous board were Comms/Behaviour Management/Improving Relationships between French/Australian Stream. If these are the continued focus for the board, for future board meetings, it would be good to dedicate one of these areas for discussion at each meeting and then having smaller focus groups working on these areas outside of the board meeting and then presenting back to the board. Written work plan will need to have very clear understanding of what the board wants to achieve this year. MM put to the board to start with a sub-committee on communications to work out what is needed and to plan the work that needs to be done. 	

2.7 Teacher Attraction and Retention	Stephen	5 mins	<ul style="list-style-type: none"> • Communication sub-committee to be made up of: SB/FL/FC-R/MM/SM/AY/PG. Sub-committees can also be open to non-board members. Sub-committee to meet before the next board meeting to present plan to the board. • Student wellbeing mechanisms and sub-committee to be focused on for following board meeting. • Request from the board to give the board visibility over teacher attraction and retention strategies by the school. • It is acknowledged that the teacher shortage is not just in Australia, the same issues are being experienced when recruiting French teachers to teach in Australia. • It was noted that the school needs the P&C need to talk up and support teachers. 	
Update on continuing items:	Michelle	5 mins	Update as per Principal's report.	
<ul style="list-style-type: none"> • Correspondence <ul style="list-style-type: none"> ○ In ○ Out 		5 mins	NIL (JH to check if this needs to be included on the agenda).	
3. Reports (5 minutes per report) 4.1 SRC report 4.2 Principal's report	Chair Paloma & Abigail Michelle	15 mins	<ul style="list-style-type: none"> • Report tabled. • MM – publicly acknowledge the work of BY does for the overseas trips • Report tabled. • MOU with AF – DELF pricing to be negotiated to encourage more participation by TPS students. 	

4.3 Provisoire's report	Florence		<ul style="list-style-type: none"> • Annual board report – board to send through any additional info to be included in the summary section of the report. • Report tabled.
4.4 P&C report	Stephen		<ul style="list-style-type: none"> • Main focus of the P&C currently is the review of the structure of the P&C, in particular the OSHC.
4.5 Finance report	Jodie		<p>Moved: M Morthorpe Seconded: Paul De Fombelle</p> <p>JH to organise an out of session meeting to discuss reading financials with those members who are interested.</p>

Meeting Finalisation (Action Items)

- First meeting of communication sub-committee – June 17th 4.30pm? Confirm if this clashes with a staff meeting.

Items carried over to next meeting

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Meeting Dates:

2025 Meeting dates:

17 June 2025

5 August 2025

9 September 2025

28 October 2025

2 December 2025

Board Chair: