



# Telopea Park School Board Meeting

## AGENDA and Minutes



<b>Date:</b>	5 August 2025	<b>Time:</b>	5.15pm -6.30pm	<b>Chair:</b>	Paul De Fombelle	<b>Minutes:</b>	Jodi
<b>Attending</b>	Paul De Fombelle (Parent Rep   Chair), Abigail York (Student Rep   Deputy Chair), Francesco Colonna-Romano (French Gov Rep), Michelle Morthorpe (Principal), Mhairi Henderson (Teacher's Rep), Sarah Moncuquet (Teacher's Rep), Stephen Bouwhuis (Parent Rep), Stephanie Ane (Parent Rep), Paloma Garcia-Baquero Moman (Student Rep), Jodi Wilson (Finance/Secretariat), Cymantha Cantrill (Board Appointed Rep), Florence Llopis (Provisseure)			<b>Apologies:</b>	Cymantha Cantrill (Board Appointed Rep), Olivia Stossich (Australian Government 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**

Item and Description	Who	Time	Minutes	Action / Outcome
<p><b>1. Meeting opening</b></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>	<p>Chair Michelle</p>	<p>5 mins</p>	<p>Michelle Morthorpe</p> <p>Cymantha Cantrill</p> <p>Olivia Stossich</p> <p>NIL</p> <p>The previous meeting’s minutes were noted as brief. It was agreed that the Business Manager (BM) will circulate the current draft. Members are invited to review and contribute any missing details once the BM shares the document.</p> <p>A proposal for an alumni program was <b>shared</b> during the meeting. The proposal is attached to the minutes and will be sent out with the minutes for further review. Michelle and Jodi will review the proposal and advise the proposal.</p>	<p><b>BM</b> to distribute the current version of the minutes to all members.</p> <p><b>All members</b> to review and submit additions or corrections as needed.</p> <p><b>BM</b> to <b>send out the alumni proposal</b> along with the draft minutes to all members.</p> <p><b>Michelle / Jodi</b> to review the proposal and provide feedback—</p>

			<p><b>Infrastructure Update:</b></p> <p><b>Blinds</b> A procurement run has been initiated and blinds are scheduled for installation during the Term 3 school holidays. Proper blinds will contribute significantly to heating and cooling efficiency across classrooms. The P&amp;C rep noted that the heat in the classrooms is an ongoing matter of concern and offered to work with the school on solutions. In particular, they noted there were interested in the primary classrooms.</p> <p><b>Doors</b> Air locks will be installed on sliding doors to reduce the ingress of cold air and enhance temperature control.</p> <p><b>Toilet Upgrade (General Toilets – Francophonie Hall)</b> The upgrade is currently undergoing a heritage approval process. Collaboration continues with the P&amp;C association regarding funding and design details.</p> <p><b>Disability Toilet Upgrade</b> Designed to accommodate a new student starting <b>in 2026</b>. The project is in consultation with heritage authorities and awaits final approval.</p> <p>Previous Minutes passed by Board</p>	<p>specifically whether the program is viable and what next steps would be.</p>
<p><b>2. General Business</b></p> <p>2.1 School Spending</p>		<p>45 mins</p> <p>10 min</p>	<p><b>1. Shade &amp; UV Protection Policy (Playground &amp; Secondary)</b></p> <ul style="list-style-type: none"> <li>• In response to evolving sun-safety protocols, P&amp;C provided hats, and these are now sold at the front desk.</li> <li>• The sun-safe hat policy extends to secondary (high school) students too in line with the policies set by the Education Directorate.</li> </ul>	

			<ul style="list-style-type: none"> <li>The school is exploring lightweight long-sleeve shirts for summer uniforms and upgrading hats to model sun-protective styles such as broad-brimmed or legionnaire types. These align with Cancer Council and SunSmart recommendations that schools support students to use a combination of sun-safe measures when UV index is 3 or above</li> </ul> <p><b>Communication and Notice About Education Budget</b> A question arose regarding how Education budget constraints might affect the school. Michelle will send communication directly to the board once the Directorate issues guidance.</p> <p><b>Camps Update</b> No camps have been cancelled at Telopea; current plans remain unchanged.</p> <p><b>Communication Protocols</b> Michelle confirmed that all external communications—including updates related to budget, policy, or strategic direction—should be routed through the school itself, rather than only via the P&amp;C. P&amp;C are encouraged to remind parents to make sure they are communicating directly with the school (as well).</p>	
<p>2.2 MYP Policy review</p> <ul style="list-style-type: none"> <li>Assessment and Reporting</li> <li>Academic Honesty</li> </ul>		<p>5 min</p>	<p><b>Policy Update &amp; Review</b> The updated policy was distributed to the board on 4 August 2025, though some board members may not yet have had time to review it. All policies moving forward will include both an effective/approval date and a review date, with a standard review frequency of every 4 years. The board must formally ratify these policies and review schedules.</p> <p><b>Policy Changes: AI, Academic Integrity, &amp; Scope Extensions</b> AI and Academic Integrity provisions have been integrated into the updated policy. These align with emerging best practices</p>	

			<p>and national guidance, which highlight the need for transparency, responsible use, and clear boundaries around the use of generative AI tools by students and staff</p> <p>The policy now explicitly covers both Primary and Early Years/Foundation Stage cohorts, ensuring consistency across all school levels.</p> <p><b>Parent Feedback on Teacher Communication</b></p> <p>Some parents have expressed concern that they aren't receiving sufficient information about student progress, which makes supporting their children difficult . Parents understand teacher workload implications.</p> <p><b>School staff on board</b> expressed that teachers are always available for meetings and are committed to open communication channels.</p> <p>Efforts to improve engagement and transparency are underway, including alternative methods and clearer guidelines through our Communication Sub-Committee.</p>	
<p>Update on continuing items:</p> <ul style="list-style-type: none"> <li>• Expansion Project</li> <li>• Legal advice</li> </ul>	Michelle	5 mins	<p>The Expansion Team (from the ACT support teams) continues working on content and updates for Telopea Topics should be available soon.</p> <p>Last month's consultation meeting was cancelled, and the team awaits further developments.</p> <p>We hope that updates and more detailed information will be shared at the upcoming P&amp;C meeting</p> <p>Meetings with Education Support Office have been undertaken and information will flow when we have anything to share.</p>	
<ul style="list-style-type: none"> <li>• <b>Correspondence</b> <ul style="list-style-type: none"> <li>○ In</li> <li>○ Out</li> </ul> </li> </ul>		5 mins	Nil	
<b>3. Reports (5 minutes per report)</b>	Chair	15 mins		

4.1 SRC report

Paloma &  
Abigail

### **French Stream Continuity Concern**

French stream students were worried that if they leave the French program, they might also lose their place at Narrabundah College.

Students/families are encouraged to look at the enrolment policy for full advice but, once a student is enrolled at a school, they will not have to leave. At transition points though – e.g. heading to Narrabundah College – if students are out of area for that college, they have to provide a reason for wanting to go. Students who are enrolled in the Bac at Telopea are accepted at the college. But a student who is no longer in the EFS, would have to select a different reason for going.

### **Excursions & Personal Projects**

**Ski trip** was a resounding success—everyone reported having a great time.

Personal Projects also proceeded successfully, with positive engagement across participants.

### **Year 7 & 8 Bathroom Facilities**

Overall satisfaction among Year 7 & 8 students with bathroom access within the school. Students would be keen to look at options, such as mirrors in these spaces too.

### **Canteen Feedback**

Students reported that the canteen offerings are becoming less healthy and increasingly expensive. Students/families should provide the feedback to the canteen around food offerings. The canteen complies with the Health Food Policy.

### **Positive Highlights**

Overall sentiment among students remains positive—highlighting engagement, personal growth, and extracurricular success.

4.2 Principal's report

Michelle

Students have engaged in Personal Projects that significantly build skills and understanding of concepts. The outcome has been extraordinary—students delivered articulate, well-defined presentations, clearly demonstrating their learning journey.

**Key Benefits Observed**

1. Deeper Conceptual Understanding
2. Skill Development & Student Agency.
3. Effective Communication & Articulation
4. Independence, Resilience & Reflection

4.3 Provisoire's report

Florence

**AAFEBs Conference**

This year, Telopea will host the AAFEBs conference, with all board members invited to attend the welcome session – and perhaps the Embassy function.

Delegates from other bilingual schools in Australia will visit to learn from and observe our programs and workshop offerings. Key themes include running a bi-national school, exploring bilingual education models, and sharing best practice across institutions

**Young Ambassador Project – First at Telopea**

For the first time, Telopea will host the Young Ambassador Project, inviting young participants to represent and articulate their intercultural and bilingual learning experiences.

This aligns with broader ambassadorial frameworks that focus on leadership, international understanding, and student voice in youth forums.

**Vietnam Excursion with Narrabundah College**

A collaborative Vietnam excursion will take place in partnership with Narrabundah College.

The trip is expected to deepen cultural awareness and offer immersive learning aligned with the school's bilingual and international education goals.

4.4 P&C report	Stephen	SunSmart initiative is an issue that the P&C is keen to continue collaborating with the school on Also wondering about the specific financial costs of shared projects so that the committee can determine priorities.	
4.5 Finance report	Jodi	<p><b>Financial Overview</b>  <b>Income</b> is now tracking at <b>over 50%</b> of the annual budget allocation (appropriate for this time of the year).  Grant from the French Government for the Lycée franco-australien de Canberra is expected to be received soon, contributing to the overall revenue and helping maintain a balanced budget.</p> <p><b>Expenses</b> are <b>also reaching just above 50%</b>, indicating strong alignment between earned income and spending levels.  The Finance team is actively encouraging the timely spending of subject consumables to ensure allocated funds are fully utilised before the financial year-end.</p>	

**Meeting Finalisation (Action Items)**

- The Communication Committee is scheduled to meet at 4:30 PM, just before the next board meeting scheduled for 9 September.
- A reminder regarding this meeting will be sent out to all relevant participants—inviting committee members and outlining purpose, agenda, and preparation instructions when we send out the Board invitation/agenda.

**Items carried over to next meeting**

Donations project – email will be sent to all Board members

**Meeting Dates:**

2025 Meeting dates:

9 September 2025

28 October 2025

2 December 2025

Board Chair: