



# Teloopa Park School Board Meeting

## AGENDA and Minutes



<b>Date:</b>	9 September 2025	<b>Time:</b>	5.20pm	<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), Olivia Stossich (Australian Government Rep), Stephen Bouwhuis (Parent Rep), Stephanie Ane (Parent Rep), Paloma Garcia-Baquero Moman (Student Rep), Jodi Wilson (Finance/Secretariat), Florence Llopis (Provisseure)			<b>Apologies:</b>			

### 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</p>	<p>5 mins</p>	<p>Mhairi Henderson</p> <p>Cantrill, Cymantha</p> <p>Stephanie Ane</p> <p>Nil</p> <p>Moved: Paul De Fombelle Accepted: Sarah Moncuquet</p> <p>Alumni program (Abigail) <b>Action Item:</b> This item requires review and guidance. BM has forwarded it to the Sponsorship Team, and advice is expected by the next meeting. <b>Alumni Association:</b> There is no formal alumni association currently in place. However, archives do contain a list of past members. Continue this discussion <b>Next Steps:</b> Please include this item on the agenda for the next meeting. Michelle and BM will meet beforehand to develop a proposed plan for discussion.</p>	



			<p>stage of the excursion process, which consists of three stages:</p> <ol style="list-style-type: none"> <li>1. Approval from the Board and Principal</li> <li>2. Risk assessment, costings, and procurement</li> <li>3. Final approvals and payment of funding</li> </ol> <p><b>Motion:</b> Moved by: All</p>	
<p>Update on continuing items:</p> <ul style="list-style-type: none"> <li>• Expansion Project</li> <li>• Legal advice</li> </ul>	<p>Michelle</p> <p>Michelle</p>	15 mins	<p>There are currently no new updates on the project. Once further communication is received, Michelle will promptly forward it to the Board.</p> <p>Michelle has reviewed some documents, but certain questions remain outstanding and are still under consideration. She will provide a further update when more information becomes available.</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	<p><b>Director General's Letter to Board Chairs – School Budgets:</b> A meeting invitation has been sent for a session to discuss proposed changes to the board structure and the organisation and funding of schools. Further information will be provided following the meeting.</p> <p>Nil</p>	
<p><b>Reports (5 minutes per report)</b></p> <p>4.1 SRC report</p>	<p>Chair</p> <p>Paloma &amp; Abigail</p>	25 mins	<p><b>Term Update:</b> The term has been progressing smoothly overall.</p> <p><b>Requests and Feedback:</b> <b>French Students Leaving:</b> Approximately seven students have requested to leave French classes. These students must be either in EFS or within the designated area. <b>English Students:</b> Positive feedback regarding the availability of free period products.</p>	

**Facilities:**

- There have been complaints from boys about unsanitary bathroom conditions.
- Michelle reported that upgrading and staging work is underway, including:
  - Francophone Hall toilets
  - High school toilets
  - Kindergarten toilets
- These plans are currently with Heritage for approval.
- Cleaning of toilets will take place over the upcoming holidays.
- **Whiteboards:** Some whiteboards are not cleaning properly. Teachers have been asked to provide locations so replacements can be considered.
- **Food:** Appreciation expressed for the pastries and salads provided.

See attached.

Two teachers will be leaving in January as they are relocating back to France. Advertisements have been posted, and candidates have been selected. Two new teachers, each with over 7 years of experience, are scheduled to join in January.

There will be a changeover in board members soon. A request for new members will be issued accordingly.

Staff used to provide notes from the minutes. Please add to the agenda a discussion on how we can improve reporting back to staff. Maybe this should include an information note reminding staff about Board members and sharing of meeting minutes.

**Updates:**

- Year 5 students are currently on camp.
- Everyone is looking forward to the upcoming holidays.
- Parent-teacher interviews are scheduled for Week 10.

4.2 Principal's report

Michelle

4.3 Provisseure's report

Florence

4.4 P&C report

Stephen

4.5 Staff report

Mhairi & Sarah

4.5 Finance report	Jodi	<b>Financial Update:</b> <b>Income:</b> French funding has been received. <b>Expenses:</b> Spending is expected to increase due to infrastructure upgrades planned over the holidays. <b>Next Steps:</b> Consider allocating funds from the Library Trust.	
Meeting finalisation (Action Items)			
Alumni program <b>Action Item:</b> This item requires review and guidance. BM has forwarded it to the Sponsorship Team, and advice is expected by the next meeting.			
Items carried over to next meeting			
<ul style="list-style-type: none"> <li>• Budget and School Spending</li> <li>• Improve reporting back to staff.</li> </ul>			
Meeting Dates:			
2025 Meeting dates:  28 October 2025  2 December 2025			