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Fairfield Primary School

School Council Minutes

Date: Monday 21 November 2016

Time: 6.30pm

Venue: FPS Staffroom

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alister Bayston (ATB)	Parent Member	President	✓		
Doug Galbraith (DG)	Parent Member	Buildings & Grounds		✓	
Kate Symons (KS)	Parent Member	Secretary/Vice-President	✓		
Alexa Every (AE)	Parent Member	Buildings & Grounds	✓ (late)		
Jodie Palmer (JP)	Parent Member	Community	✓		
Richard Lewis (RL)	Parent Member	Community		✓	
Nicholas Schijf (NS)	Parent Member (co-opt)	Treasurer	✓		
Paul Coia (PC)	Parent Member (co-opt)	Policy	✓		
Kelly Chislett (KC)	DE&T Member	Community		✓	
Geoff McShane (GM)	DE&T Member	Buildings & Grounds	✓		
Paul Wallace (PW)	DE&T Member	Policy	✓		
Allana Bryant (AJB)	DE&T Member	Executive Officer	✓		
Katrina Lamers	DE&T Member	N/A	✓ (part only)		

At Fairfield Primary School we wish to acknowledge the Wurundjeri people as the traditional owners of the land.
We pay respect to their Elders, past and present.

Min No		Minutes	Action
1	Opening / Welcome <i>President's address/ Check quorum</i>	ATB confirmed that a quorum was present at 6.35pm. ATB opened the meeting as President, welcomed all members. ATB welcomed KL, and School Council extended its congratulations on her appointment as the second Assistant Principal.	
2	Attendance/Apologies	ATB noted apologies received from RL, DG and KC. Motion: That School Council accept apologies from RL, DG and KC. Moved: ATB Second: AJB Motion carried	
3	Minutes of previous meeting	ATB invited corrections to the previous minutes dated 17 October 2016. No corrections were requested. Motion: That School Council adopt the minutes of the previous meeting held on 17 October 2016. Moved: ATB Second: JP Motion carried AJB reported that there has been interest in both a Scientist in Residence and an Artist in Residence for 2017 and advised that further details will be presented at the next meeting.	KS to arrange for copies of the minutes of 17 October 2016 to be signed and placed on the FPS website AJB to present details at the next meeting of proposed Scientist in Residence and

			Artist in Residence in 2017.
4	Reports	<p><u>Principal's Report</u></p> <p>AJB spoke to the Principal's report. KL spoke to the School Summary Report (comprising data incorporating the results of the Student's Attitudes to School Survey and the Parent Opinion Survey), the data of which informs the Annual Implementation Plan in 2017.</p> <p>[AE arrived at 6.50pm]</p> <p>KL and AJB highlighted aspects of the survey results and there was general discussion regarding areas for further exploration.</p> <p>[AJB thanked KL for her time and KL left the meeting at 7.25pm]</p> <p>Motion: That School Council accept the Principal's report. Moved: AJB Second: ATB Motion Carried</p> <p><u>Finance Report</u></p> <p>NS tabled copies of the Finance Report and the Fundraising Investment Account Reconciliation as at 31 October 2016. AJB spoke to the Fundraising Investment Account Reconciliation and raised for discussion the priorities for future expenditure.</p> <p>NS spoke to the Finance Report briefly.</p> <p>School Council agreed to report to the school community in a newsletter in early 2017 regarding expenditure of fundraising revenue, publish the list of historical expenditure of fundraising revenue and announce any scientist and artist in residence positions.</p> <p>AJB raised the possibility including reports in the school newsletter from school councillors. School Council agreed for NS, as treasurer, to include a short message in the forthcoming school newsletter regarding the funding of the School Nurse position.</p> <p>Motion: That School Council accept the Finance report. Moved: NS Second: AE Motion Carried</p> <p>Motion: That the financial reports and associated tables for the month of October 2016 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: JP Motion Carried</p> <p><u>Buildings and Grounds Report</u></p> <p>GM referred to the Buildings and Grounds Report and advised that the working bee scheduled for 4 December 2016 will have a focus on outstanding OH&S issues.</p> <p>AJB noted the invaluable assistance provided by Simone Bliss (landscape architect) who is currently involved in two aspects at FPS: detailing the next phase of the Grounds Action Plan which should be finalised by the end of 2016; and her instrumental role in the work involving the netball court proposal.</p> <p>Motion: That School Council accept the Buildings and Grounds Report. Moved: GM Second: JP Motion Carried</p>	<p>Newsletter in early 2017 to contain a report on current and historical expenditure of fundraising revenue and announce any scientist and artist in residence positions</p> <p>NS to include a short message in the forthcoming school newsletter regarding the funding of the School Nurse</p>

Policy Report

PW spoke to the Policy Report.

PW provided an overview the Child Safety Standards which requires FPS to meet minimum departmental compliance measures (seven standards) to ensure we have an environment that is child safe. FPS will be implementing these standards and fostering a culture at FPS to nurture the wellbeing of the children.

PW confirmed that FPS meets the seven standards and proposed that the application by FPS be signed by ATB and AJB and submitted to the Victorian Registrations and Qualifications Authority, which will be subsequently followed up with an audit process.

AE commented that the measures will provide a strong framework to up skill the teachers and add further rigour to the issue of wellbeing. PW advised that the standards will need to be communicated to the parent community including through the Assistant Principal's newsletter and on the FPS website.

Motion: Move that School Council request that the Principal and President certify compliance of FPS as fully compliant with the Child Safety Standards as described in Ministerial Order 870.

Moved: PW

Second: PC

Motion Carried

PW spoke about the requirement for a parent payment policy, a new departmental requirement, and the contents of the draft policy based on a departmental template. PC provided an overview of the policy, including in relation to the essential learning items, optional items and voluntary items.

Motion: That School Council approve an extension of time for a further 15 minutes (at 8.30pm).

Moved: ATB

Second: JP

Motion Carried

Motion: That School Council approve the draft parent payment policy, in principle, subject to review by the Finance Committee.

Moved: PC

Second: KS

Motion Carried

PW spoke briefly to the draft policies regarding volunteers and bullying prevention, both of which received no feedback during the consultation period.

Motion: That School Council approve the Volunteer Policy and the Bullying Prevention Policy.

Moved: PW

Second: JP

Motion Carried

PC raised the current lack of consistency in formatting and usability, requiring a more holistic approach to the school policies. The Policy Committee is currently compiling a list of policies for review in 2017 to roll out consistency and improved technological usability. AE raised the issue of adopting the departmental templates, in the absence of a reason for uniqueness and flagged the need for further support to the committee given the large amount of work to be completed during 2017.

Motion: That School Council accept the Policy Report.

Moved: PW

Second: PC

Motion Carried

PW referred to the Year 5 Camp Approval Form for a two night recreational camp run by YMCA in March in Anglesea.

		<p>Motion: That School Council approve the Year 5 camp to Anglesea in March 2016, with dates to be confirmed. Moved: PW Second: AE Motion Carried</p> <p>Motion: That School Council approve an extension of time for a further 15 minutes (at 8.45pm). Moved: AJB Second: PC Motion Carried</p> <p><u>Community Committee Report</u></p> <p>JP spoke to the Community Committee Report. JP reported that the event evaluation report of the Art4All 2016 event held in September is still pending, despite repeated requests.</p> <p>School Council requested that Community Committee formally seek submission of the Art4All 2016 event evaluation to the Community Committee, for consideration by School Council at its next meeting scheduled for 12 December 2016.</p> <p>JP reported on the current status of arrangements for the 2017 Fair, including the appointment of convenors. ATB referred to the inherent financial and other risks associated with FPS' major events which remain vulnerable to other uncontrollable factors, and suggested consideration be given as to how to manage risks. Key risks will shortly be identified by the former Fair convenors for communication to new convenors.</p> <p>School Council discussed the fiscal responsibility associated with major FPS events and AJB proposed that a dedicated treasurer (paid position) be appointed for the 2017 Fair, with involvement prior, during and subsequent to the event. AJB will raise with the outgoing Business Development Manager whether she would be interested in undertaking that role.</p> <p>School Council agreed the importance of the convenors being provided with clear communications around processes and ensuring financial probity (volunteer treasurer working together with a paid financial manager).</p> <p>JP noted that Community Committee and the Fair Committee will be meeting on 6 December.</p> <p>Motion: That School Council accept the Community Report. Moved: JP Second: KS Motion Carried</p>	AJB will raise with the outgoing Business Development Manager whether she would be interested in undertaking that role.
5	Essential Business	Discussion of the proposal for major capital works and an update on review of FPS Master Plan and submission of asset management plan was held over until the next meeting.	
6	Correspondence	Discussion regarding the correspondence was held over to the next meeting.	
7	General Business	<p>KS gave a brief overview of the community consultation held by Darebin Council on 17 November 2016 regarding 'Our Fairfield Village'. KS will provide a copy of the FPS submission on the 2015 traffic survey to Darebin Council.</p> <p>Discussion of the following items was held over until the next meeting:</p> <ul style="list-style-type: none"> • Professional in residence proposals – discussion of any submissions from staff • Outcomes from the workshop on the review of FPS fundraising, sponsorship and community events • Community member • Future of the farmers market 	KS to re-provide a copy of the FPS submission on the 2015 traffic survey to Darebin Council.

8	Close of Meeting	Meeting Close: 9.20pm	
9	Next Meeting	Next Meeting: 12 December 2016 at 6.30pm	

Alister Bayston

School Council President

Date / / 2016

18/12

Allana Bryant

Executive Officer

Date / / 2016

19/12