



# School Council Minutes

Date: Monday April 27 2015

Time: 6.30pm

Venue: FPS Staffroom

Member Name	Representation	Committee	Present	Apology	Non Attendance
Allana Bryant	Executive Officer	Executive Officer	✓		
Elise Coughlin	Parent Member	Community	✓		
Ben McKenzie	Parent Member	Policy		✓	
Geoff McShane	DEECD Member	Buildings & Grounds	✓		
Kelly Barnett	DEECD Member	Community	✓		
Mitali Ross	Parent Member	Communications	✓		
Doug Galbraith	Parent Member	Treasurer / Buildings &	✓ (late)		
Alister Bayston	Parent Member	Finance	✓		
Brendan Nick	DEECD member	Policy	✓		
Alexa Every	Parent Member	Policy	✓		
Kayti Murphy	Parent Member	Community	✓		
Kate Symons	Parent Member	Buildings & Grounds	✓		
Vacant	Community Member				
Margot Sheridan	Visitor	Communications	✓		
Ali Sutton	Minute Taker	Secretary		✓	

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.	<b>Opening / Welcome</b> <i>Principal's address/ Check quorum</i>	Moment to acknowledge devastation in Nepal.
2.	<b>Attendance/Apologies</b>	
3.	<b>Minutes of previous meeting</b>	<b>Motion: School council to accept the previous minutes</b> <b>Moved: Alister</b> <b>Second: Geoff</b> Motion carried
4.	<b>Essential Business</b>	Strategic Plan  Annual Implementation Plan  Annual Report  Standing Orders
5.	<b>Reports</b>  Time limit 5 minutes please	<b>Principal's Report</b> <ul style="list-style-type: none"> <li>• Discussion of process of school review.</li> <li>• School strategic plan needs endorsing before it can be passed onto the department.</li> <li>• The Annual Implementation Plan is another working document that exists underneath the strategic plan with a yearly focus. This</li> </ul>

Allana and Alister to sign documents (see

		<p>also needs to be signed off.</p> <ul style="list-style-type: none"> <li>• Allana briefly summarised both of these documents.</li> <li>• Annual report: The school receives information from the department that compares data from Fairfield Primary School to other schools.</li> <li>• Previous school councillors were instrumental in the construction of the strategic plan and AIP.</li> <li>• School council is responsible for sharing the Annual Report with the school community.</li> <li>• Discussed potential for an AGM for school council to share Annual Report immediately before a school council meeting.</li> </ul> <p><b>Motion: Endorse the School Strategic Plan</b>  <b>Moved: Allana</b>  <b>Second: Alister</b>  Motion carried and Allana and Alister to sign documents</p> <p><b>Motion: Endorse the Annual Implementation Plan</b>  <b>Moved: Allana</b>  <b>Second: Elise</b>  Motion carried and to be signed by Allana and Alister</p> <p><b>Motion: Endorse the Annual Report</b>  <b>Moved: Allana</b>  <b>Second: Doug</b>  Motion carried and to be signed by Allana and Alister</p> <p><b>Motion: Approve a professional development day on Monday 2<sup>nd</sup> November</b>  <b>Moved: Allana</b>  <b>Second: Alister</b></p> <p><b>Motion: Principal's report to be endorsed</b>  <b>Moved: Alister</b>  <b>Second: Kelly</b></p> <p><b>Finance Report</b>  Allana presented Confirmed School Budget for 2015 and explained the elements of the document.  Every month there will be a financial report for the month that will be tabled.</p> <p><b>Motion: Financial report presented to the School Council</b>  <b>Moved: Doug</b>  <b>Second: Alister</b></p> <p><b>Motion: Adopt the minutes of the Financial Committee.</b>  <b>Move: Doug</b>  <b>Second: Kayti</b></p> <p><b>Motion: School Council to approve purchase of a 8X6 double axel trailer (with cage) for approximately \$1500 for removal of hard rubbish etc.</b>  <b>Moved: Doug</b>  <b>Second: Brendan</b></p> <p><b>Buildings &amp; Grounds Report</b></p> <p><b>Discussion re: Jeavon's scheduled for next Monday 4<sup>th</sup> May.</b></p> <p><b>Members of Steering Committee have received a lot of constructive feedback.</b></p>	minutes below)
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		<p><b>Details of the trailer to be purchased to be further discussed at future Buildings &amp; Grounds meeting.</b></p> <p><b>Mural with containers may be a relevant discussion point in community meeting/bulidings &amp; grounds.</b></p> <p><b>Motion: Adopt buildings and grounds report.</b>  <b>Moved: Kate</b>  <b>Second: Alister</b></p> <p><b><u>Policy Committee Report</u></b>  No report</p> <p><b>Meeting to be scheduled</b></p> <p>Representatives of other committees (community, policy, buildings &amp; grounds, communication) first agenda item is to fill out calendar.</p> <p><b>Community Committee Report</b></p> <p>Julie Andrews looking to organise dinner event: "Guess who's coming to dinner?"  Discussion of liability of school council and risk factors, namely alcoholic consumption. Discussed the possibility of the host having formal procedures to aid risk managment.  Need protocols for the end of the evening.</p> <p><b>Ideas for higher levels of community inclusiveness: Targeting new prep parents, such as buddy family systems.</b></p> <p><b>Motion: Mother's day stall 7<sup>th</sup> May and mystery dinner for approval</b>  <b>Moved: Kayti</b>  <b>Second: Mitali</b></p> <p><b>Motion: Report of community committee to be accepted</b>  <b>Moved: Alister</b>  <b>Second: Elise</b></p> <p><b>Communications Report</b>  <b>No report, however looking to target the voice of the community and understand first what people want.</b></p>	
	<p><b>6. Correspondence</b></p>	<p><u>Outgoing Correspondence</u>  AMCOR Development</p> <p>Submission positive of the development. Unlikely to be large influx of students from development.</p> <p>Leanne Coughlin has put in submission to arts grant and Alister has written on behalf of the school council to endorse this.</p> <p><u>Incoming Correspondence</u>  DE&amp;T Bulletins</p>	
	<p><b>7. General Business</b></p>	<p>AMCOR Development update: carry on to next meeting</p> <p>School council communications</p>	

		School Open Day Grade 3/4 School Sleepover Induction feedback	
	<b>8. Close of Meeting</b>	<b>Meeting Close: 8:35 pm</b>	
	<b>9. Next Meeting</b>	<b>Next Meeting: 25 May at 6:30pm</b>	

**Alister Bayston**

**School Council President**

**Date / / 2015**

**Allana Bryant**

**Executive Officer**

**Date / / 2015**