# School Council Minutes

**Date:** Monday April 27 2015  
**Time:** 6.30pm  
**Venue:** FPS Staffroom

## Minutes of previous meeting

- Motion: School council to accept the previous minutes
- Moved: Alister
- Second: Geoff
- Motion carried

## Reports

- **Time limit 5 minutes please**
  - **Principal’s Report**
    - Discussion of process of school review.
    - School strategic plan needs endorsing before it can be passed onto the department.
    - The Annual Implementation Plan is another working document that exists underneath the strategic plan with a yearly focus. This

---

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.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Representation</th>
<th>Committee</th>
<th>Present</th>
<th>Apology</th>
<th>Non Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allana Bryant</td>
<td>Executive Officer</td>
<td>Executive Officer</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elise Coughlin</td>
<td>Parent Member</td>
<td>Community</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ben McKenzie</td>
<td>Parent Member</td>
<td>Policy</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geoff McShane</td>
<td>DEECD Member</td>
<td>Buildings &amp; Grounds</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kelly Barnett</td>
<td>DEECD Member</td>
<td>Community</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mitali Ross</td>
<td>Parent Member</td>
<td>Communications</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doug Galbraith</td>
<td>Parent Member</td>
<td>Treasurer / Buildings &amp; Grounds</td>
<td>✓ (late)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alister Bayston</td>
<td>Parent Member</td>
<td>Finance</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brendan Nick</td>
<td>DEECD member</td>
<td>Policy</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alexa Every</td>
<td>Parent Member</td>
<td>Policy</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kayti Murphy</td>
<td>Parent Member</td>
<td>Community</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kate Symons</td>
<td>Parent Member</td>
<td>Buildings &amp; Grounds</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td>Community Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margot Sheridan</td>
<td>Visitor</td>
<td>Communications</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ali Sutton</td>
<td>Minute Taker</td>
<td>Secretary</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
also needs to be signed off.
• Allana briefly summarised both of these documents.
• Annual report: The school receives information from the department that compares data from Fairfield Primary School to other schools.
• Previous school councillors were instrumental in the construction of the strategic plan and AIP.
• School council is responsible for sharing the Annual Report with the school community.
• Discussed potential for an AGM for school council to share Annual Report immediately before a school council meeting.

Motion: Endorse the School Strategic Plan
Moved: Allana
Second: Alister
Motion carried and Allana and Alister to sign documents

Motion: Endorse the Annual Implementation Plan
Moved: Allana
Second: Elise
Motion carried and to be signed by Allana and Alister

Motion: Endorse the Annual Report
Moved: Allana
Second: Doug
Motion carried and to be signed by Allana and Alister

Motion: Approve a professional development day on Monday 2nd November
Moved: Allana
Second: Alister

Motion: Principal’s report to be endorsed
Moved: Alister
Second: Kelly

Finance Report
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.

Motion: Financial report presented to the School Council
Moved: Doug
Second: Alister

Motion: Adopt the minutes of the Financial Committee.
Move: Doug
Second: Kayti

Motion: School Council to approve purchase of a 8X6 double axel trailer (with cage) for approximately $1500 for removal of hard rubbish etc.
Moved: Doug
Second: Brendan

Buildings & Grounds Report
Discussion re: Jeavon’s scheduled for next Monday 4th May.

Members of Steering Committee have received a lot of constructive feedback.
Details of the trailer to be purchased to be further discussed at future Buildings & Grounds meeting.

Mural with containers may be a relevant discussion point in community meeting/buildings & grounds.

Motion: Adopt buildings and grounds report.
Moved: Kate
Second: Alister

Policy Committee Report
No report

Meeting to be scheduled

Representatives of other committees (community, policy, buildings & grounds, communication) first agenda item is to fill out calendar.

Community Committee Report
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 management.
Need protocols for the end of the evening.

Ideas for higher levels of community inclusiveness: Targeting new prep parents, such as buddy family systems.

Motion: Mother’s day stall 7th May and mystery dinner for approval
Moved: Kayti
Second: Mitali

Motion: Report of community committee to be accepted
Moved: Alister
Second: Elise

Communications Report
No report, however looking to target the voice of the community and understand first what people want.

### 6. Correspondence

**Outgoing Correspondence**
AMCOR Development
Submission positive of the development. Unlikely to be large influx of students from development.

Leanne Coughlin has put in submission to arts grant and Alister has written on behalf of the school council to endorse this.

**Incoming Correspondence**
DE&T Bulletins

### 7. General Business

AMCOR Development update: carry on to next meeting

School council communications
<table>
<thead>
<tr>
<th>6. Close of Meeting</th>
<th>Meeting Close: 8:35 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Next Meeting</td>
<td>Next Meeting: 25 May at 6:30pm</td>
</tr>
</tbody>
</table>

Alister Bayston  
School Council President  
Date / / 2015

Allana Bryant  
Executive Officer  
Date / / 2015