School Council Minutes

Date: Monday 27 July 2015
Time: 6.30pm

Venue: FPS Staffroom

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Representation</th>
<th>Committee</th>
<th>Present</th>
<th>Apology</th>
<th>Non Attendance</th>
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</thead>
<tbody>
<tr>
<td>Allana Bryant</td>
<td>Executive Officer</td>
<td>Executive Officer</td>
<td>✓</td>
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<tr>
<td>Elise Coughlin</td>
<td>Parent Member</td>
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<tr>
<td>Ben McKenzie</td>
<td>Parent Member</td>
<td>Policy</td>
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<td>Geoff McShane</td>
<td>DEECD Member</td>
<td>Buildings &amp; Grounds</td>
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<td>Kelly Barnett</td>
<td>DEECD Member</td>
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<tr>
<td>Mitali Ross</td>
<td>Parent Member</td>
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<tr>
<td>Doug Galbraith</td>
<td>Parent Member</td>
<td>Treasurer / Buildings &amp; Grounds</td>
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<td>Alister Bayston</td>
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<td>Brendan Nick</td>
<td>DEECD member</td>
<td>Policy</td>
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<td>Alexa Every</td>
<td>Parent Member</td>
<td>Policy</td>
<td>✓</td>
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<tr>
<td>Kayti Murphy</td>
<td>Parent Member</td>
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<td>Kate Symons</td>
<td>Parent Member</td>
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<tr>
<td>Vacant</td>
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<tr>
<td>Margot Sheridan</td>
<td>Visitor</td>
<td>Communications</td>
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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.

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<tr>
<th>Min No</th>
<th>Minutes</th>
<th>Action</th>
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| 1.     | Opening / Welcome
Principal’s address/ Check quorum                                      | Quorom present, welcome. |
| 2.     | Attendance/Apologies                                                   | Kayti Murphy apology accepted |
| 3.     | Minutes of previous meeting                                            | Motion: That School Council adopt the minutes of the ordinary meeting of 22nd June 2015, being an accurate record of that meeting.
Moved: Alistair
Second: Alexa
Motion carried |

Essential Business

1. Adoption of (amended) School Strategic Plan
   - Allana outlined amendments in final draft (school values finalised, minor strategy changes)
   
   Motion: That the School Council adopt the strategic plan as tabled.
   
   Moved: Allana
   Second: Geoff
   Motion carried

2. Community Member School Council
   - Allana indicated Jane Wilkinson is a local resident who has experience in education leadership and development with an

Alexa/Elise
academic position at Monash University and has approached
the school to offer her expertise. There is a potential to co-opt
Jane onto the School Council as a community member.

Action: Jane to be invited to present at the next Council meeting as
a visitor.

3. Darebin Traffic Management

- Alexa has drafted a letter to Darebin Council regarding traffic
  management and road safety. Discussion about priority issues
  (safety, parking, public transport commuters parking, bus
  parking).
- Alister indicated contact from St Anthony’s and likely shared
  concern in this area. Alistair will share final correspondence
  with St Anthony’s. There is scope for further collaboration and
  kindergartens.

Motion:
That the draft letter to Darebin Council be sent with the following
amendments: prioritise pedestrian safety and removal of bus
parking issue.
Moved: Alexa
Second: Kelly
Motion Carried

4. Letter tabled Brighton Secondary College

- Acknowledged and no further action taken by School Council.

5. Grade 4 Sleep Over Camp

- Sleep over rationale outlined and further documentation provided
  and reviewed.

Motion:
School council accepts the planning documentation and approves
the Grade 4 sleep over.
Moved: Allana
Second: Kelly
Motion carried at end of meeting once documentation was
reviewed.

6. Future Fit Working Group

Alister, Alexa and Allana gave update
- Fiona Richardson has corresponded with the minister of education.
- Fiona Richardson delayed further meeting until response from the
  Minister.
Action: Alister to correspond and press for meeting regardless of
response from education minister.

7. Grounds Action Plan Proposal

- Kate outlined process to identify priorities to match current
  available budget and most gain in the short term for the community.

- Discussion about best use of fundraising money for children and
  community rather than gates/fences/basic infrastructure.
  Discussion about logistics of portable movement and landscaping
  works impacting on any new improvements to basketball area and
  ensuring stages are appropriately timed in relation to each other.
- To progress further, Jeavons is required to create more detailed plans. Project manager likely required.

**Motion:**  
That Simon Normand’s proposal for the Kaan’s Castle be approved in principle for the total amount of $30,000, with the recommendation that it be further worked up and integrated with the broader design for the Stage 2 Concept Plan by Jeavons.  
**Moved:** Kate  
**Second:** Doug  
**Motion Carried**

- Discussion about how to present to the school community current plans, progress and evolution of process  

**Action:** Elise and Kate to explore ways of presenting the action plan and the evolution of the plan to date.

### 8. Classroom Cuisine

- Request for expanding number of days by lunch order provider was discussed. Health eating policy currently being reviewed in a working group. Current provider does not fit with current healthy eating policy and there is an opportunity to review provider once the new policy is developed.

- **Action:** Office to correspond with classroom cuisine that current healthy eating policy is being reviewed and changes to days will be reviewed after that process.

- **Action:** Healthy eating working group to consider including in policy that the policy itself is routinely provided to lunch order companies.

### 9. Photocopier contract

- Contract was discussed

**Motion:**  
That the School Council endorse the new photocopier lease as discussed.  
**Moved:** Alistair  
**Second:** Allana  
**Motion Carried**

### Support for Community Events

- Allana highlighted the importance of community events and encouraged advocacy for these opportunities.

### 4. Reports

**Time limit 5 minutes please**

**Principal’s Report**

- As tabled
- Portables. Allana outlined the school's current under-entitlement of rooms for current enrolments and projections. To ensure enough classrooms and a library will require retaining a single portable and gaining a double story portable. This will impact the grounds action plan but is necessary. There is no scope for receiving 2 double story portables as there are few in the state.  

**Motion:** To accept the Principal’s report.  
**Moved:** Alistair  
**Second:** Brendan
Motion Carried

Motion: To extend meeting until 20:45
Moved: Alister
Seconded: Ben
Motion carried

Motion: That School Council in principle agrees to receiving a double story portable and retain the current portable in question.
Moved: Allana
Seconded: Doug
Motion carried

Building and Ground Report
- As tabled and previous discussion in essential business noted.
  
  Motion: That the B+G report be accepted
  Moved: Kate
  Seconded: Kelly
  Motion carried

Finance Report
- As tabled

  Motion: Finance Committee moves that the financial reports and associated tables for the month of June 2015, as presented in this report, are accepted as a true and accurate record of FPS’s financial position.
  Moved: Doug Galbraith
  Second: Alexa
  Motion Carried

Policy Committee Report
- As tabled

  Motion: To adopt Policy Committee report presented to the School Council.
  Moved: Brendan
  Second: Kelly
  Motion carried

Community Committee Report
- As tabled
  - Discussion about community committee having input into how fundraising money is spent and models at different schools.
  - Discussion of current mechanisms of spending governance and mechanisms for community input into spending decisions.
  - Members voiced their understanding of desire for hardwork to be recognised and rewarded.

Motion: To approve the proposal for Art4All.
Moved: Elise
Seconded: Geoff
Motion Carried

Motion: To approve the proposal for the Rock Trivia Quiz.
Moved: Elise
Seconded: Geoff
Motion Carried
| 5. Correspondence | **Outgoing Correspondence**  
Darebin Council  
Classroom cuisine  
**Incoming Correspondence**  
DE&T Bulletins |
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<td>6. General Business</td>
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- Reminder for reports to be submitted 1 week before  
- Discussion about standard procedures for subcommittee meetings  
- Discussion about a uniform template for subcommittee minutes.  
**Action:** Mitali to identify a good report format. |
| 8. Close of Meeting | Meeting Close: 8:50 pm |
| 9. Next Meeting | Next Meeting: 24th August at 6:30pm |

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**Motion:** That the report of community committee to be accepted with amendments to acknowledge Kelly and Mitali as apologies.  
**Moved:** Elise  
**Second:** Kate  
**Motion Carried**

**Communications Report**  
- Verbal report

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**Alister Bayston**  
School Council President  
Date / / 2015

**Allana Bryant**  
Executive Officer  
Date / / 2015