



School Council Minutes

Date: Monday 25 May 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	✓ (via Skype)		
Geoff McShane	DEECD Member	Buildings & Grounds	✓		
Kelly Barnett	DEECD Member	Community	✓		
Mitali Ross	Parent Member	Communications	✓		
Doug Galbraith	Parent Member	Treasurer / Buildings &	✓		
Alister Bayston	Parent Member	Finance	✓		
Brendan Nick	DEECD member	Policy	✓		
Alexa Every	Parent Member	Policy		✓	
Katyi 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. Opening / Welcome <i>Principal's address/ Check quorum</i>	Welcome	
2. Attendance/Apologies	Motion: School Council accepts the apologies from Ali Sutton, Margot Sheridan and Alexa Every. Moved: Alister Bayston Seconded: Doug Galbraith	
3. Minutes of previous meeting	Motion: School Council accepts the minutes from the April 2015 Meeting. Moved: Allana Bryant Seconded: Geoff McShane	
4. Essential Business	Formally advised that Ali Sutton has stepped down from the Secretarial role at the moment. We acknowledge and thank Ali's for her work. <u>Review of Standing Orders</u> Two minor changes – (7.2 Meetings/Public reporting (annual) meetings & 17. Minutes) Motion: School Council adpots and the amended Standing Orders. Moved: Alister Bayston Seconded: Kate Symons <u>Committees Outlook</u> Reports tabled etc. each month from each committee. See below for general outlook: <u>Policy</u> – large focus on Student Engagement Policy and Healthy Eating	Amended standing orders to be updated on website.

		<p>Policy, consultation with Working Party; other minor policy reviews will not need Working Party. Recommendation (for Brendan) to bring general descriptor of Student Wellbeing and Engagement Policy from Department to next School Council meeting.</p> <p><u>Community</u> – Art4All Show, Class Community Liaison description role being worked on, looking into doing a survey around volunteering at FPS, Guess Who’s Coming to Dinner event coming up, Maker’s Market dates, 2016 Fair date issues, coordinating key events and attempting to create a cyclical model to assist with hand over, looking for a more clarified system around community support, Rock Trivia night possibly in October</p> <p><u>Communications</u> – Mitali working solely as ‘communications member’ in association with Community committee, immediate attention is to timeliness and content of the newsletter and website, long term attention is to surveys and timing of such surveys and timeliness/clarity over email communication, Compass progress = being used internally for event management and class attendance; planning to roll out to parents in Term Three</p> <p><u>Buildings & Grounds</u> – Grounds Action Plan moving forward with Steering Committee, Working Bees currently engaging many people from FPS community, looking to OH&S agenda including safe work practises of volunteers and playground safety</p> <p><u>Finance</u> – transferring knowledge from Ali to Doug including finance policies, fine tuning budget, how we allocate finances to particular events</p>	
5. Reports		<p><u>Principal’s Report</u> As tabled. Some additions including – 1) Open Day was a success, enrolments are beginning to come in, 2) Looking to build a table/chairs as a learning zone under the fig tree near the Prep outdoor space (\$2500 for materials and \$2000 for labour), 3) Maintenance around the school to improve safety, 4) Resources of computers through Capital Finance, FPS forming a new 3 year lease on new devices in Grade 1/2 area and beginning new leasing arrangement with administration photocopier, 5) Improvement to school website will need finance allocation Motion: Accept the report as tabled. Moved: Allana Bryant Seconded: Alister Bayston</p> <p><u>Grounds Action Plan Steering Committee (Nick Mann)</u> As tabled Motion: Adopt the Grounds Action Plan Steering Committee report (25.5.15). Moved: Kate Symons Seconded: Brendan Nick</p> <p>Motion: Adopt the Grounds Action Plan, noting the amendment to point 15, that the Double Demountable be installed closer to the Langridge Street fence line. Moved: Doug Galbraith Seconded: Mitali Ross</p> <p>Motion: Adopt the three Priority Project areas of the Grounds Action Plan. Moved: Alister Bayston Seconded: Katyi Murphy</p> <p><u>Finance Report</u> Next meeting agenda.</p> <p><u>Buildings & Grounds Report</u> As tabled Motion: Table the report. Moved: Kate Symons Seconded: Doug Galbraith</p>	

		<p><u>Policy Report</u> As tabled Motion: Table the report. Moved: Brendan Nick Seconded: Alistair Bayston</p> <p><u>Community Committee Report</u> As tabled Motion: Table the report. Moved: Elise Coughlin Seconded: Katyi Murphy</p> <p><u>Communications Report</u> As tabled Motion: Table the report. Moved: Mitali Ross Seconded: Geoff McShane</p>	
	6. Correspondence	<p><u>Outgoing Correspondence</u> Nil</p> <p><u>Incoming Correspondence</u> 1. Professional In Residence Application 2. DE&T Bulletin 3. Australian Principals Federation</p>	
	7. General Business	<p>1. <u>Professional In Residence Application</u> Looking to table the opportunity in future to other areas. Unfortunately, proposal was not circulated to all prior to meeting. Motion: To fund the Professional in Residence proposal project for 2015. Moved: Kelly Barnett Seconded: Katyi Murphy Abstained: Ben</p> <p>2. <u>AMCOR Development update</u> Committee created to liaise with Department and MPs around increasing numbers of children in surrounding area.</p> <p>3. <u>School Council communications</u> Move to next agenda.</p> <p>4. <u>Grade 4 School Sleepover</u> Move to next agenda.</p>	
	8. Close of Meeting	<p>Meeting Close: 8:45pm Motion: To extend meeting for 15 minutes. Moved: Doug Galbraith Seconded: Alister Bayston</p>	
	9. Next Meeting	Next Meeting: Monday, June 22 2015	

Alister Bayston

School Council President

Date / / 2015

Allana Bryant

Executive Officer

Date / / 2015