School Council Minutes

Date: Monday 16 May 2016
Time: 6.30pm
Venue: FPS Staffroom

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Representation</th>
<th>Committee/Officer Bearer</th>
<th>Present</th>
<th>Apology</th>
<th>Non Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alister Bayston (ATB)</td>
<td>Parent Member</td>
<td>President</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Doug Galbraith (DG)</td>
<td>Parent Member</td>
<td>Buildings &amp; Grounds</td>
<td>✓</td>
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<tr>
<td>Kate Symons (KS)</td>
<td>Parent Member</td>
<td>Secretary/Vice-President</td>
<td>✓</td>
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<tr>
<td>Alexa Every (AE)</td>
<td>Parent Member</td>
<td>Buildings &amp; Grounds</td>
<td>✓</td>
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<tr>
<td>Jodie Palmer (JP)</td>
<td>Parent Member</td>
<td>Community</td>
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<tr>
<td>Richard Lewis (RL)</td>
<td>Parent Member</td>
<td>Community</td>
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<tr>
<td>Nicholas Schijf (NS)</td>
<td>Parent Member (co-opt)</td>
<td>Treasurer</td>
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<tr>
<td>Paul Cola (PC)</td>
<td>Parent Member (co-opt)</td>
<td>Policy</td>
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<tr>
<td>Kelly Chislett (KC)</td>
<td>DE&amp;T Member</td>
<td>Community</td>
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<tr>
<td>Geoff McShane (GM)</td>
<td>DE&amp;T Member</td>
<td>Buildings &amp; Grounds</td>
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<tr>
<td>Paul Wallace (PVW)</td>
<td>DE&amp;T Member</td>
<td>Policy</td>
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<tr>
<td>Altana Bryant (AJB)</td>
<td>DE&amp;T Member</td>
<td>Executive Officer</td>
<td>✓</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.

**Minutes**

**1 Opening / Welcome**
President’s address/ Check quorum

ATB confirmed that a quorum was present at 6.35pm. ATB opened the meeting as President and welcomed all members.

**2 Attendance/Apologies**

ATB confirmed that there were no apologies.

**3 Minutes of previous meeting**

ATB invited corrections to the previous minutes dated 18 April 2016. None were made.

Motion: That School Council adopt the minutes of the previous meeting held on 18 April 2016.

Moved: ATB
Second: KC
Motion carried

There was discussion of the action items from the previous meeting.

**4 Reports**

Principal’s Report

AJB spoke to the Principal's Report. AJB has made contact with Wayne Craig who has agreed to speak at the school on 1 June. School Council supported the exciting opportunity and discussed how to elicit attendance from the parent community. AJB will now proceed to communicate to details of the event to the school community.

ATB raised the issue of the enrolment numbers for 2017 – specifically in...
relation to criterion for the land acquisition - and AJB was pleased to note that approximately 90 families will be attending the Open Day on 19 May.

Further discussion about the farmers’ market will be placed on agenda for next meeting.

**Motion:** That School Council accept the Principal’s report.
**Moved:** AJB
**Second:** ATB
**Motion Carried**

**Finance Report**
NS tabled the Finance Report at the meeting and spoke to the report.

AJB confirmed that the item ‘hired facilities’ needs to be amended as there has been some revenue receipt.

**Motion:** That School Council accept the Finance report tabled at the meeting.
**Moved:** NS
**Second:** JP
**Motion Carried**

**Motion:** That the financial reports and associated tables for the months of March and April 2015 as presented in the Financial Report be accepted as a true and accurate record of FPS’ financial position.
**Moved:** NS
**Second:** JP
**Motion Carried**

NS tabled a draft letter to parents regarding the voluntary financial contributions, in light of the Department’s Parent Payment Policy. AJB spoke to the issue and advised that as a result of this new departmental policy, schools can no longer make a request for a nominated dollar value voluntary payment. In 2015, Council expressed a desire to sustain these payments in order to support specialist programs and other resources required beyond the basic classroom curriculum.

Councillors suggested a number of amendments to the draft letter. Any further suggestions to be forwarded by email to NS by Friday 20 May. The draft letter will also be considered at an extraordinary Finance Committee meeting during the week commencing 23 May. All Councillors welcome to attend. PW emphasised the need for transparency in our approach to this issue.

**Motion:** That School Council approve in principle the draft letter to families regarding voluntary financial contributions which is to be finalised and circulated in June.
**Moved:** NS
**Second:** DG
**Motion Carried**

**Buildings and Grounds Report**
DG spoke to the Buildings and Grounds Report. The opening ceremony for Kaan Winya will be held on 18 May involving a smoking ceremony and dancers. GM reported on the productive work undertaken at the working bee held on 15 May, including weeding at Kaan Winya, the relocation of Bunjil’s Nest to Kaan Winya and the installation of the marble run. DG reported that Sean McArdis will lead the design process for the next phase of the Grounds Action Plan and plans will likely be presented at the next School Council meeting.

**Motion:** That School Council accept the Buildings and Grounds report.
**Moved:** DG
**Second:** RL
**Motion Carried**

**Policy Report**
PC reported that the new Policy Committee has now met. The Committee has now reviewed and finalised the student engagement policy and it has been publicised to the parent community. The list of policies to be
School Council discussed the ways in which the school is able to access support for children with additional needs given the high socio-economic profile of the parent community which adversely affects the level of departmental funding.

School Council noted that AE’s membership has been re-allocated from the Building and Grounds Committee to the Policy Committee.

**Motion:** That School Council approve the Student Engagement Policy Report.
**Moved:** PC
**Second:** GM
**Motion Carried**

**Motion:** That School Council accept the Policy Report.
**Moved:** PC
**Second:** KC
**Motion Carried**

**Community Committee Report**
JP spoke to the Community Committee Report and reported on the success of the recent Mothers’ Day stall. Further work is being done to clarify the position description for class liaison representatives to streamline the process.

School Council expressed the need for an Art4All proposal to be presented for approval of the event. It noted that the evaluation for the 2015 event is outstanding. School Council agreed that it requires clarity regarding the vision, scope and purpose of the event including revenue and expenses and any resources required from the school. It was suggested and agreed that a number of school councillors attend the next Art4All meeting scheduled for 8 June.

School Council discussed the need for a consistent approach to FPS’ two major annual events: Fair and Art4All. The evaluation from the 2016 Fair is expected shortly and the evaluation of the 2015 Art4All is still pending.

School Council agreed that the next meeting agenda should include discussion regarding FPS’ two major events and in due course a review and consultation process needs to occur regarding the future of fundraising events at FPS.

**Motion:** That School Council accept the Community Report.
**Moved:** JP
**Second:** KC
**Motion Carried**

**Essential Business**

**Wingrove Street land acquisition**
ATB provided an update of the Wingrove Street land acquisition proposal and advised that a meeting with the Department is scheduled for 31 May at FPS.

AJB confirmed that the RSL cenotaph is to be installed on the corner of Station Street and Heidelberg Road opposite the Grandview Hotel. Other smaller RSL artefacts are still available for the school to acquire.

**Terms of Reference – subcommittees**
All subcommittees have now had the opportunity to consider their respective draft terms of reference.

**Motion:** That School Council ratify the Terms of Reference for each of the Buildings and Grounds Committee, the Policy Committee and the Community Committee.
**Moved:** ATB
**Second:** RL
**Motion Carried**
6 Correspondence

Incoming Correspondence:
ATB noted the various incoming correspondence, including the OSH Club April 2016 report, and a letter advising FPS that its shade submission application had been unsuccessful.

Outgoing Correspondence
- Nil

7 General Business

FPS Goals and Objectives for 2016
ATB tabled a draft of the goals and objectives for 2016 for review and asked for any feedback prior to the next School Council meeting.

Community Member
AJB confirmed that a suitable community member may have been identified. ATB will update School Council at a future meeting.

Traffic Management
ATB reported that AE has drafted a letter of response to Darebin regarding the results of the traffic management survey. The letter will be sent shortly.

Netball Courts
PW reported that a meeting was held on site recently regarding the funding for the netball courts. All indications appear positive and we should know the outcome by the end of this financial year.

Councillors to provide feedback on the draft FPS goals and objectives for 2016 to ATB

ATB to arrange for the letter to Darebin to be despatched

8 Close of Meeting
Meeting Close: 8.30 pm

9 Next Meeting
Next Meeting: 20 June 2016 at 6.30pm