

Respect • Creativity • Excellence • Community • Since 1885

# Fairfield Primary School

## School Council Minutes

Date: Monday 17 October 2016

Time: 6.30pm

Venue: FPS Staffroom

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alister Bayston (ATB)	Parent Member	President	✓		
Doug Galbraith (DG)	Parent Member	Buildings & Grounds	✓ (late)		
Kate Symons (KS)	Parent Member	Secretary/Vice-President	✓		
Alexa Every (AE)	Parent Member	Buildings & Grounds	✓		
Jodie Palmer (JP)	Parent Member	Community	✓ (late)		
Richard Lewis (RL)	Parent Member	Community	✓		
Nicholas Schijf (NS)	Parent Member (co-opt)	Treasurer	✓ (by phone)		
Paul Coia (PC)	Parent Member (co-opt)	Policy	✓		
Kelly Chislett (KC)	DE&T Member	Community	✓		
Geoff McShane (GM)	DE&T Member	Buildings & Grounds		✓	
Paul Wallace (PW)	DE&T Member	Policy	✓		
Allana Bryant (AJB)	DE&T Member	Executive Officer	✓		

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>President's address/ Check quorum</i>	ATB confirmed that a quorum was present at 6.40pm. ATB opened the meeting as President and welcomed all members.	
2	<b>Attendance/Apologies</b>	ATB noted apologies received from GM.  <b>Motion:</b> That School Council accept the apology from GM. <b>Moved:</b> ATB <b>Second:</b> KC <b>Motion carried</b>	
3	<b>Minutes of previous meeting</b>	ATB invited corrections to the previous minutes dated 15 August 2016. A couple of amendments were suggested and approved.  <b>Motion:</b> That School Council adopt the amended minutes of the previous meeting held on 15 August 2016. <b>Moved:</b> ATB <b>Second:</b> PC <b>Motion carried</b>  ATB noted that all action items from the last meeting would be dealt with through the agenda items during the course of the meeting.	KS to arrange for copies of the amended minutes of 15 August 2016 to be signed and placed on the FPS website
4	<b>Reports</b>	<b>Principal's Report</b>  AJB spoke to the Principal's report. AJB and RL reported on the meeting held with Alana Sharman of the Department of Sport & Recreation (DSR) that afternoon in relation to the grant of a netball court to Fairfield Primary School (FPS) through the Victorian Government City Netball Program. AJB	

advised of the administrative process that will now take place between DSR, the Department of Education (DET), Darebin Council and FPS including approval from DET, the design process and community consultation. There was discussion regarding the main benefits of the facility to FPS for the children and the substantial capital improvement it offers to the school.

AJB reported on the pleasing news that two areas of funding have recently been allocated to FPS. First, FPS has attracted a maintenance grant of \$120,000 for improvement to particular areas of the school. Secondly, FPS has been prioritised as one of three schools in our region to proceed with a proposal for major capital works to upgrade its built facilities (including the recent Wingrove Street land acquisition). This will involve a review of the existing FPS Master Plan and the development of asset management plan (AMP) documentation for approval by DET which will then be tendered to architects to develop a full proposal with FPS for inclusion in 2017/18 state budget.

School Council noted the extremely tight timeframes involved, with the proposal process culminating in January 2017. AJB spoke to the documentation that would be used to develop the AMP.

[DG arrived at 7.12pm]

FPS is now required to make a submission in relation to the AMP in order to define the revised master plan. SC discussed and rated various of the aspects for the AMP proposal.

[JP arrived at 7.30pm]

AJB advised that work will now be undertaken on the AMP proposal by AJB and staff, in consultation with Council members, prior to the 27 October due date.

AJB raised the options for expenditure of community fundraising funds for inclusion in the 2017 budget, which need to be discussed, prioritised and presented to the Community Committee. DG suggested that we invest funds in 2017 in projects other than the Grounds Action Plan. This could potentially involve a professional in residence with a science perspective. AE referred to the 'Scientists and Mathematicians in Schools' program offered by the Commonwealth Department of Education and Training and CSIRO, which School Council agreed should be explored. There was discussion regarding the current science endeavours at FPS and the benefits to further extending our future directions in science, with particular focus on engaging with partnerships.

PW noted that the recent solar boats challenge was a huge success for FPS.

ATB advised that submissions regarding the professional in residence proposal will be requested from staff with a view to considering any proposals at the next meeting.

**Motion:** That School Council accept the Principal's report.

**Moved:** KC

**Second:** RL

**Motion Carried**

#### **Finance Report**

The Finance Committee Report relating to the months of August and September 2016 was circulated at the meeting. NS spoke to the report, by telephone. NS highlighted the items in revenue and expenditure which are significantly out of budget, the reasons and any measures to be taken to rectify those particular results.

In particular, School Council noted that the School Nurse will need to be reviewed given FPS is significantly down on budget to fund this service, based on lower parent donations. AJB spoke to the CRT staffing costs. NS noted the outstanding essential and camp fees, with a notice of reminder to be shortly sent by FPS. ATB suggested a notice from School Council be included in the FPS newsletter to remind families about the invaluable service of the school nurse and its funding requirement from

AJB to develop AMP proposal for submission by 27 October, in consultation with staff and School Council members.

AJB to request submissions from staff regarding professional in residence proposals for discussion at the next meeting.

Notice to be included in the FPS newsletter regarding the School Nurse.

donations.

Notwithstanding these items, NS advised that FPS is in a positive position year to date.

AJB noted that the final financial result from the Art4All is pending, given that some expenditures are yet to be recorded. NS referred to the requirement for tax invoices to be issued for any payments to be made by FPS, which is of importance for all FPS events.

**Motion:** That School Council accept the Finance Committee report.

**Moved:** NS

**Second:** AJB

**Motion Carried**

**Motion:** That the financial reports and associated tables for the months of August and September 2016 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position.

**Moved:** NS

**Second:** RL

**Motion Carried**

[NS exited the meeting at 8.25pm]

#### **Buildings and Grounds Report**

DG spoke to the Buildings and Grounds Committee report. DG referred to the fee proposal from a landscape architect dated 9 September 2016 for a site analysis and concept design, approved by the Committee. This focuses on adventure playground equipment to commence the next phase of the Grounds Action Plan in the area extending from Kaan's Winya to the new portable. AJB noted that some funds left over from the previous design phase will be applied to this cost.

**Motion:** That School Council approve the fee proposal from a landscape architect to develop concept designs for further Grounds Action Plan projects.

**Moved:** DG

**Second:** KC

**Motion Carried**

**Motion:** That School Council accept the Buildings and Grounds Committee report.

**Moved:** DG

**Second:** RL

**Motion Carried**

**Motion:** That School Council extend the meeting for an additional 15 minutes at 8.30pm.

**Moved:** RL

**Second:** ATB

**Motion Carried**

#### **Policy Report**

PW spoke to the Policy Report and the amended Student Volunteer Policy, rolled over from the August School Council meeting. PW spoke to the policy and there was some discussions regarding aspects highlighted by PW. It was noted that various aspects of the policy, particularly the non-attendance of pre-school children with volunteers, be explained during the consultation phase.

**Motion:** That School Council accept the Policy Report.

**Moved:** PW

**Second:** PC

**Motion Carried**


PW reported on the pending work for the Policy Committee, including an update of the parent payment policy to reflect updated DET guidelines, the preparation of a bullying prevention policy and the requirement that FPS meet the Child safety standards contained in Ministerial Order 870.

PW spoke to the proposal for the Year 6 camp to Canberra in 2017.

		<p><b>Motion:</b> That School Council approve in principle the 2017 Year 6 Canberra Camp, subject to preparation of a risk assessment.  <b>Moved:</b> PW  <b>Second:</b> AE  <b>Motion Carried</b></p> <p><b>Community Committee Report</b></p> <p>RL spoke to the Policy Committee report and noted that a 2017 Fair Committee meeting is scheduled for 25 October, which will operate as a catalyst for appointing the convenors. School Council noted that the event evaluation for the 2016 Art4All will be forthcoming.</p> <p><b>Motion:</b> That School Council accept the Community Report.  <b>Moved:</b> DG  <b>Second:</b> KC  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approve the booking of the rides and the stage hire for the Day on the Fairfield Green 2017.  <b>Moved:</b> RL  <b>Second:</b> AJB  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approve payment for the Responsible Service of Alcohol (RSA) training to be undertaken by four parents shortly.  <b>Moved:</b> AJB  <b>Second:</b> ATB  <b>Motion Carried</b></p>	
5	<b>Essential Business</b>	It was agreed to hold over discussion of the outcomes from the workshop on the review of FPS fundraising, sponsorship and community events held on 15 August.	KS to include discussion of the outcomes from 15 August on next agenda.
6	<b>Correspondence</b>	The correspondence to note was circulated by folder at the meeting.	
7	<b>General Business</b>	It was agreed to hold over the discussion of a community member and the future of the farmers market.	KS to include community member and the future of the farmers market as items on next agenda.
8	<b>Close of Meeting</b>	<b>Meeting Close: 8.50 pm</b>	
9	<b>Next Meeting</b>	<b>Next Meeting: 21 November 2016 at 6.30pm</b>	

  
Alister Bayston

School Council President  
Date 21 / 11 / 2016

  
Allana Bryant

Executive Officer  
Date / / 2016