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# Fairfield Primary School

## School Council Minutes

Date: Monday 12 December 2016

Time: 6.30pm

Venue: FPS Staffroom

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alister Bayston (ATB)	Parent Member	President	✓ (late)		
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	✓		
Richard Lewis (RL)	Parent Member	Community	✓		
Nicholas Schijf (NS)	Parent Member (co-opt)	Treasurer	✓ (late)		
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	✓		

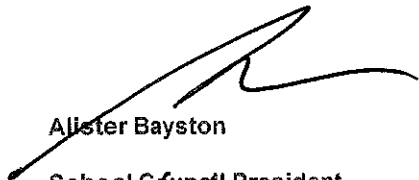
At Fairfield Primary School we wish to acknowledge the Wurundjeri people as the traditional owners of the land.  
We pay respect to their Elders, past and present.


Min No		Minutes	Action
1	<b>Opening / Welcome</b> <i>President's address/ Check quorum</i>	KS confirmed that a quorum was present at 6.35pm. KS opened the meeting as Vice-President and welcomed all members.	
2	<b>Attendance/Apologies</b>	KS noted that there were apologies for late attendances received from ATB, NS and DG.	
3	<b>Minutes of previous meeting</b>	KS invited corrections to the previous minutes dated 21 November 2016. JP requested a small correction to the minutes.  <b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 21 November 2016. <b>Moved:</b> KS <b>Second:</b> KC <b>Motion carried</b>  School Council discussed the matters arising from the previous minutes of 21 November 2016. AJB confirmed that the Business Manager is interested in continuing to assist during Term 1 2017, including in relation to the Fair. KS confirmed that she has resubmitted the school's previous submission on the 2015 traffic survey to Darebin Council for the purposes of the 'Our Fairfield Village' consultation and advised that a representative from Darebin will contact the school in due course to touch base on other aspects.	KS to arrange for copies of the corrected minutes of 21 November 2016 to be signed and placed on the FPS website

4	Reports	<p><b>Principal's Report</b></p> <p>AJB spoke to the Principal's report and thanked all school councillors for their contribution during the course of 2016. KS, on behalf of school councillors, thanked AJB for her guidance and substantial efforts for the benefit of our school during the year.</p> <p><b>Motion:</b> That School Council accept the Principal's report.  <b>Moved:</b> AJB  <b>Second:</b> KS  <b>Motion Carried</b></p> <p><b>Policy Report</b></p> <p>PW spoke to the Policy Report and the priorities for policy review in 2017. PW and PC provided a brief explanation of the sorting tool for existing policies developed by PC.</p> <p>[NS arrived at 7.45pm]</p> <p><b>Motion:</b> That School Council accept the Policy Report.  <b>Moved:</b> PW  <b>Second:</b> AE  <b>Motion Carried</b></p> <p><b>Finance Report</b></p> <p>NS tabled and spoke to the Finance Report. NS and AJB highlighted certain aspects of the report, including the assessment of various expenses that exceeded budget (including marketing and the collection of voluntary fees) and the outstanding amounts owed for excursions.</p> <p>[DG arrived at 7pm]</p> <p><b>Motion:</b> That School Council approve the roll over and addition of \$141,000 into the Bendigo Bank term deposit.  <b>Moved:</b> NS  <b>Second:</b> JP  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council accept the Finance report.  <b>Moved:</b> NS  <b>Second:</b> KC  <b>Motion Carried</b></p> <p><b>Motion:</b> That the financial reports and associated tables for the month of November 2016 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position.  <b>Moved:</b> NS  <b>Second:</b> AJB  <b>Motion Carried</b></p> <p>AJB tabled the Indicative Total School Budget for 2017 and spoke to each of the items listed for budgeted cash and budgeted expenditure.</p> <p>[ATB arrived at 7.15pm]</p> <p><b>Motion:</b> That School Council accepts the Indicative Budget for 2017.  <b>Moved:</b> NS  <b>Second:</b> JP  <b>Motion Carried</b></p> <p><b>Buildings and Grounds Report</b></p> <p>DG reported on various aspects relating to the work of the Buildings and Grounds Committee. DG and RL provided an update on the ongoing negotiations regarding the proposed netball court, including the joint community use arrangements and hire and maintenance arrangements.</p> <p>AJB reported that the school has been working closely with Simone Bliss regarding the location and specification of the court.</p> <p>AJB and AE advised that the school has been notified that the Level</p>	
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		<p>Crossing Removal Authority, who met with school representatives recently, will be utilising the land acquired on Wingrove Street (during their course of their upcoming Grange Road project). School Council noted the letter written by School Council (prepared by AE) to the Minister for Education dated 8 December 2016 in this regard.</p> <p>DG reported that he and AJB were recently involved with the Department of Education in the panel interview of architectural firms to progress the next steps in the Asset Management Plan proposal. AJB will meet with the appointed architects shortly in order to for the master planning process to be completed by the end of January for inclusion in the next budget cycle.</p> <p>DG reported that a working bee was held on 2 December, with a small number of attendees.</p> <p><b>Community Committee Report</b></p> <p>JP spoke to the Community Report. JP referred to the Art4All 2016 event appraisal presented at the recent Community Committee meeting and reported on feedback received from the Art4All Committee, including improvement to the processes for payments to artists. RL suggested that the template form for events be reviewed and improved, and be provided (along with relevant school policies) in a pack to event organisers.</p> <p><b>Motion:</b> That School Council accept the Art4All 2016 event appraisal, noting that the Community Committee will prioritise improvements to the processes for the event planning for 2017.  <b>Moved:</b> JP  <b>Second:</b> RL  <b>Motion Carried</b></p> <p>JP referred to the suggested dates for the fundraising event calendar for 2017, which were noted by School Council.</p> <p>JP referred to the funding request by Community Committee to purchase two new ovens for use in the BER and staff room kitchen at an approximate cost of \$2,345 including installation.</p> <p><b>Motion:</b> That School Council approve expenditure for two new ovens in the BER kitchen.  <b>Moved:</b> JP  <b>Second:</b> RL  <b>Motion Carried</b></p> <p>JP provided an update on the arrangements for the 2017 Fair and reported that the two Fair co-convenors attended the recent Community Committee meeting.</p> <p><b>Motion:</b> That School Council accept the Community Committee Report.  <b>Moved:</b> JP  <b>Second:</b> RL  <b>Motion Carried</b></p>	The template form for events be reviewed in 2017.
5	<b>Essential Business</b>	<p>AJB tabled a proposal by staff for consideration by School Council for the allocation for fundraising revenue for the school in 2017.</p> <p><b>Motion:</b> That School Council endorses the variety of proposals for use of fundraising money, subject to a more detailed proposal for each expenditure being submitted to School Council in early 2017.  <b>Moved:</b> AJB  <b>Second:</b> KC  <b>Motion Carried</b></p>	Detailed proposals for expenditure of fundraising money in 2017 to be submitted to School Council in early 2017.
6	<b>Correspondence</b>	There was no correspondence to note.	
7	<b>General Business</b>	<p>School Council noted that discussion of the following items be held over to the next meeting:</p> <ul style="list-style-type: none"> <li>Outcomes from the workshop on the review of FPS fundraising, sponsorship and community event</li> </ul>	KS to include the items held over in the

		<ul style="list-style-type: none"> <li>• Community member – for discussion</li> <li>• Future of the farmers market – for discussion</li> <li>• Membership of School Council for 2017</li> </ul>	agenda for the meeting on 20 February 2017.
8	Close of Meeting	Meeting Close: 8.30 pm	
9	Next Meeting	Next Meeting: 20 February 2017 at 6.30pm	

  
 Allister Bayston  
 School Council President  
 Date ~~2016~~ 23/2/2017

  
 Allana Bryant  
 Executive Officer  
 Date 20/2/2016