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Fairfield Primary School

School Council Minutes

Date: Monday 20 February 2017

Time: 6.30pm

Venue: Year 3A/B Classroom

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alister Bayston (ATB)	Parent Member	President	✓		
Doug Galbraith (DG)	Parent Member	Buildings & Grounds	✓		
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	✓		
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	<p>Opening / Welcome <i>President's address/ Check quorum</i></p> <p>ATB confirmed that a quorum was present at 6.35pm. AJB welcomed Katrina Lamers (KL) as an observer.</p> <p>AJB welcomed Richard Leonard and Marissa Cavalchini from Hayball Architects and landscape architect Simone Bliss to the meeting.</p>	
2	<p>Attendance/Apologies</p> <p>ATB confirmed that GM was an apology.</p>	
3	<p>Presentation of Masterplan</p> <p>In late 2016, Fairfield Primary School (FPS) received prioritisation to proceed with a proposal for major capital works to upgrade its built facilities (including the Wingrove Street land acquisition) which necessarily involved a review of the existing FPS Master Plan and the development of asset management plan (AMP) documentation, to be approved by DET. Hayball Architects were appointed, following a tender process, to develop a full proposal with FPS for inclusion in 2017/18 state budget. An intensive work program between FPS and Hayball Architects over the December 2016 and January 2017 period led to the development of the proposal.</p> <p>Richard Leonard and Marissa Cavalchini of Hayball Architects attended the meeting to present to School Council the proposed Master Plan. The proposal is based on FPS' longer term strategy, is sensible in terms of learning outcomes and meets the parameters of the Departmental requirements and the school's entitlements.</p> <p>Hayball Architects summarised the proposal, including a new two storey building incorporating an Education Resource Centre and Foundation</p>	

		<p>student space on the existing school site and a two storey Year 5-6 Learning Community on the newly acquired Wingrove Street land. The proposal seeks to maximise permanent, as opposed to relocatable, buildings.</p> <p>School Council discussed at length the details of the proposal.</p> <p>AJB advised that the proposal, following endorsement by School Council, would be formally tabled to DET under cover of letter from FPS for project review by an approval panel. If approved, budgetary and other processes would ensue.</p> <p>Motion: That School Council endorse the Asset Management Plan Phase 2 Master Plan prepared by Hayball Architects for the redevelopment of Fairfield Primary School as presented to School Council on 20 February 2017 which clearly reflects the ideas and vision of our school community, to be submitted by Hayball Architects to the Department of Education and Training.</p> <p>Moved: ATB Second: AE Motion carried</p>	
4	Presentation of Landscape concept design for playground	<p>DG welcomed Simone Bliss to the meeting and provided a brief overview of the history of the development of the Grounds Action Plan (GAP) and Simone's more recent introduction to the project. AJB referred to the first stage of GAP having been completed. The second stage is now imminent, and is to be considered carefully in the context of the proposed Master Plan, particularly given the GAP is solely funded from community fundraising monies.</p> <p>Simone Bliss provided a detailed presentation regarding the concept for Stage 2 of the GAP, comprising the redevelopment of the spaces between Kaans Winya and the existing amphitheatre. The concept draws on the connection with Kaans Winya, the Yarra River and the tiger snake, referencing local landscapes and tying in those stories with the importance of the eel, both conceptually and from an educational perspective. The concept involves one continuous eel trap, overlaying play in those different elements.</p> <p>Simone Bliss advised that the next step would be to investigate the costs for the project through various fabricators in order to more fully understand the costs involved in the materials and methods to be used. Design development would occur thereafter.</p> <p>AJB noted there will likely be staged phases of Stage 2 which may require a two to three year period to be fully realised. This will be dictated by the ball park costings. School Council noted that if costings are appropriate, the proposal for Stage 2 will be considered for budget allocation at the following School Council meeting.</p> <p>Motion: That School Council endorse the initial concept for Stage 2 of the Grounds Action Plan, as presented by Simone Bliss, with a view to proceeding to a full cost analysis, and achieving the first stage of Stage 2 in 2017. Moved: DG Second: JP Motion carried</p>	
5	Minutes of previous meeting	<p>ATB invited corrections to the previous minutes dated 12 December 2016.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 12 December 2016, with a minor amendment. Moved: ATB Second: AE Motion carried</p>	KS to arrange for copies of the corrected minutes of 12 December 2016 to be signed and placed on the FPS website
6	Reports	<p>Principal's Report</p> <p>AJB referred to the Principal's Report, as included in the papers.</p>	

		<p>Motion: That School Council accept the Principal's report. Moved: AJB Second: ATB Motion Carried</p> <p><u>Policy Committee Report</u></p> <p>Given the limited time, School Council agreed to hold over consideration of the Policy Committee Report until the next meeting.</p> <p><u>Finance Committee Report</u></p> <p>NS advised that the Finance Committee Report had been finalised that afternoon and had not yet been circulated to councillors. School Council agreed to hold over consideration of the Finance Committee Report and motions 6.2 and 6.3 until the next meeting. NS and AJB spoke to motion 6.1, below.</p> <p>Motion: That the following fundraising activities listed below be nominated as Input Tax for GST purposes (motion 6.1):</p> <ul style="list-style-type: none"> • A Fair To Remember • Art4All • Mothers & Fathers Day Stalls • Trivia Night <p>Moved: NS Second: JP Motion Carried</p> <p>Motion: That School Council extend the meeting for a further 15 minutes. Moved: ATB Second: RL Motion Carried</p> <p><u>Buildings and Grounds Committee Reports</u></p> <p>DG confirmed there was no separate Buildings and Grounds Committee Report given the presentation made by Simone Bliss.</p> <p><u>Community Committee Report</u></p> <p>JP spoke to the Community Committee Report and reported that the Community Committee met on 16 February 2016 to discuss the arrangements for the upcoming Fair.</p> <p>JP advised that a request had been made by a parent to establish an informal group for single parents at the school. AE advised that she was aware of another similar parent query to establish a support group. Given the limited time available, School Council agreed to discuss the broader issue of parent support groups at the next meeting.</p> <p>Motion: That School Council accept the Community Committee agenda and notes, by way of report. Moved: JP Second: RL Motion Carried</p>	<p>KS to include the Policy Committee Report of February 2017 and its associated motions to the next meeting.</p> <p>KS to include the Finance Committee Report of February 2017 and motions 6.2 and 6.3 to the next meeting.</p> <p>KS to include an item regarding establishment of parent support groups on the next meeting agenda.</p>
7	Essential Business	<p><u>Netball court</u></p> <p>AJB referred to the draft community use agreement, regarding the proposed netball court, provided by Darebin Council, which will require further consideration and input by FPS.</p> <p><u>Farmer's market</u></p> <p>AJB advised School Council that a flyer communication had been unexpectedly distributed by Melbourne Farmers Markets (MFM) (the entity that manages Fairfield Farmers' Market) at the market held on 18 February 2017 advising that the market would be relocating.</p> <p>School Council noted that this communication was potentially discouraging for school volunteers at the market. AJB confirmed she had spoken to</p>	

		<p>Aidan Farrell, the farmers market school volunteer co-ordinator, in relation to communicating with school farmers market volunteers regarding the flyer.</p> <p>ATB advised that he has been in direct contact with Miranda Sharp of MFM to discuss the matter and that a joint response will be provided to the community in the next school newsletter, well prior to the next scheduled market.</p> <p>ATB advised that MFM have requested a letter of endorsement from FPS.</p> <p>ATB and AJB will coordinate a community communication and a letter of endorsement.</p> <p><u>School Council membership for 2017</u></p> <p>AJB advised that, following the call for 2017 School Council nominations for various parent and DET employee members contained in the School Newsletter (1 of 2017), a number of nominations had been received. AJB advised that an election would now be held for four parent member representative positions.</p>	
8	Correspondence	<p>Any correspondence to be noted would be considered at the next meeting, given the time restrictions.</p>	<p>KS to include any relevant correspondence in the circulation folder at the next meeting.</p>
9	General Business	<p>School Council noted that discussion of the following items would be held over to the next meeting:</p> <ul style="list-style-type: none"> • Outcomes from the workshop on the review of FPS fundraising, sponsorship and community event • Community member <p><u>Retiring members</u></p> <p>PW acknowledged that KC and GM are retiring as DET member representatives on School Council at the end of their two year tenure. ATB extended a vote of thanks to KC and GM for their outstanding service, involving their substantial time and extensive efforts, to School Council over the past two years.</p> <p><u>Fairfield Village Community Reference Group</u></p> <p>KS advised that she has been appointed as a representative member for Fairfield Primary School, as a key stakeholder group, to the Fairfield Village Community Reference Group established by Darebin Council. There are eight members appointed for a two year term to provide advice and feedback on a range of topics relating to the draft Masterplan and Design Guidelines for Fairfield Village. KS advised that she attended the first meeting on 1 February and that traffic and pedestrian safety issues were discussed at length.</p>	<p>KS to include the items held over in the agenda for the next meeting.</p>
8	Close of Meeting	Meeting Close: 8.55 pm	
9	Next Meeting	Next Meeting: 20 March 2017 at 6.30pm	


Alister Bayston

School Council President

Date 3/3 / 2017



Allana Bryant

Executive Officer

Date 18/5 / 2017