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Fairfield Primary School

School Council Minutes

Date: Tuesday 28 March 2017

Time: 6.30pm

Venue: Staff Room

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	✓		
Alexa Every (AE)	Parent Member	Policy	✓		
Jodie Palmer (JP)	Parent Member	Community		✓	
Richard Lewis (RL)	Parent Member	Community	✓		
Nicholas Schijf (NS)	Parent Member	Treasurer	✓		
Detlev Lueth (DL)	Parent Member	Buildings & Grounds	✓(phone)		
Jourdan Murray (JM)	DE&T Member	Buildings & Grounds	✓		
Katrina Lamers (KL)	DE&T Member	Community		✓	
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>Executive Officer's address/ Check quorum</i></p> <p>AJB opened the meeting as Executive Officer and confirmed that a quorum was present at 6.38pm.</p> <p>AJB declared the first term of the new School Council officially open and welcomed the following new members: JM as a DET representative, DL as a parent member. AJB welcomed returning councillors: KS, AE and NS. AJB noted that KL is also a new DET member and PW is returning as a DET member.</p> <p><u>Voting of 2016 Committee office bearers</u></p> <p>AJB noted that all positions are vacant, as there are no current office bearers, and explained the process of election of office bearers.</p> <p>Nominations for School Council President were called for:</p> <p>Nomination: RL nominated ATB for the role of President Seconded: NS There were no other nominations for the position. With a show of hands all members present voted that ATB be appointed as President of School Council for 2017. Motion carried. ATB accepted the position as School Council President for 2017 and thanked the Council members for the nomination and show of support.</p> <p>AJB thanked ATB for accepting the nomination.</p>	

		<p>AJB stepped down from Chair.</p> <p>ATB continued as Chair of the meeting.</p> <p>AJB explained that the handover from the last Council to the new Council is routinely based on the approval of the school's budget but this year the receipt of the final budget from the Department has been delayed. The new School Council can accept the budget once the final budget figures have been confirmed by DET.</p> <p>Treasurer NS volunteered for the position of Treasurer. There were no other nominations for the position. Seconded: KS Motion Carried</p> <p>Secretary KS volunteered for the position of Secretary. There were no other nominations for the position. Seconded: RL Motion Carried</p> <p>Vice President RL volunteered for the position of Vice-President. There were no other nominations for the position. Second: ATB Motion Carried</p> <p>[DG arrived at 6.55pm]</p> <p><u>Appointment of Councillors to Sub-Committees</u></p> <p>AJB gave a general overview of the four sub-committee's of School Council: Buildings & Grounds, Policy, Community, and Finance Committee. RL, DG and AE and spoke to the general goals and challenges for the forthcoming year in relation to the Community, Buildings & Grounds and Policy committees respectively.</p> <p>ATB welcomed expressions of interest and councillors to advise which sub committee they would like to be a part of.</p> <p>Following discussion, the following appointments were confirmed:</p> <p>Building & Grounds Committee</p> <ul style="list-style-type: none"> • Doug Galbraith • Jourdan Murray • Detlev Lueth <p>Policy Committee</p> <ul style="list-style-type: none"> • Paul Wallace • Alexa Every <p>Community Committee</p> <ul style="list-style-type: none"> • Jodi Palmer (tentative, to be confirmed) • Richard Lewis • Katrina Lamers <p>Returning committee members will now send emails to committee members to convene a first meeting of each of the committees. School Council discussed the agreed protocols:</p> <ul style="list-style-type: none"> • minutes of the committee meetings are to be sent to the School by email: • a written report to be submitted by each committee to the Secretary for inclusion in the School Council pack. <p>KS will circulate a note to councillors confirming these protocols.</p>	<p>Committee members to convene their first meetings.</p> <p>KS to circulate a note to school councillors regarding the agreed reporting protocols and timing for committees.</p>
2	Attendance/Apologies	AJB confirmed that PW, KL and JP were apologies.	

		<p>Motion: That School Council confirms the apologies of PW, KL and JP. Moved: ATB Second: AJB Motion carried</p>	
3	Minutes of previous meeting	<p>ATB invited corrections to the previous minutes dated 20 February 2017.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 20 February 2017. Moved: ATB Second: AE Motion carried</p>	KS to arrange for copies of the minutes of 20 February 2017 to be signed and placed on the FPS website
4	Retirement of School Councillors	<p>Motion to thank the retiring members of council PC, KC and GM for all of their work and contributions. Moved ATB Second RL Motion carried</p> <p>AJB will arrange for a letter of appreciation to be sent to the retiring members of council.</p>	AJB to arrange for a letter of appreciation to be sent to PC, KC and GM.
5	Essential Business	<p><u>Standing Orders, Goals and Objectives, AIP, Annual Report</u></p> <p>AJB confirmed that the annual review process for the Standing Orders and the sub-committee Terms of Reference will be held over to the next meeting.</p> <p>School Council agreed that the terms of reference be reviewed by each of the sub committees at their first meeting, to be subsequently ratified by School Council.</p> <p>ATB will include in his President's report in the next newsletter mention of the committees to foster parent involvement.</p> <p>School Council briefly discussed the FPS Goals and Objectives and the currency of the school strategy and implementation plan. The Goals and Objectives will be considered at the next meeting.</p> <p>AJB distributed copies of a draft 'Annual Implementation Plan: for Improving Student Outcomes for 2017' (based on the strategic plan for 2015 to 2018) which will need to be ratified by School Council and uploaded to the DET portal. AJB raised the opportunity to hold the 2017 AGM, to coincide with a speaker on a topic of interest to the parent community. ATB referred to it being a valuable forum to invite comment, criticism and praise on how the school is operating, likely to be held in Term 2. This was supported by School Council.</p> <p>It was agreed that discussion of the Annual Report and the Annual Implementation Plan would be held over to the next meeting.</p>	<p>KS to include review of the Standing Orders, Terms of Reference, FPS Goals & Objectives, Annual Report and AIP in the next meeting's agenda.</p> <p>ATB to mention the work of the committees in his next President's report.</p> <p>AJB to identify to School Council for a potential speaker for an evening forum to be held in conjunction with an AGM.</p>
6	Reports	<p><u>Principal's Report</u></p> <p>AJB spoke to the Principal's Report. AJB has been selected as one of ten principals invited to work in one of the divisions of DET for the duration of Term 2. An Acting Principal will be appointed shortly. AJB updated School Council on the negotiations with the Level Crossing Removal Authority on the use of the Wingrove Street land parcel. School Council discussed the status of the netball court.</p> <p>Motion: That School Council accept the Principal's report. Moved: AJB Second: NS Motion Carried</p> <p><u>Finance Committee Report</u></p> <p>NS spoke to the February 2017 Finance Report.</p> <p>Motion: That School Council accept Motions 6.2 and 6.3 in the Finance</p>	

		<p>Report for February 2017 Moved: NS Second: AJB Motion Carried</p> <p>It was noted that JM and DL abstained from voting.</p> <p>Motion: That the financial reports and associated tables for the months of December and January 2016 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: ATB Motion Carried</p> <p>It was noted that JM and DL abstained from voting.</p> <p>Motion: That School Council accept the Finance Committee report for March 2017. Moved: NS Second: DG Motion Carried</p> <p>Motion: That the financial reports and associated tables for the month of February 2017 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: ATB Motion Carried</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>DG gave a verbal report for the Buildings and Grounds Committee and reported on the success of the working bee held on 19 March. KS commented that the subsequent Compass Post thanking families for their participation and including a photo of the progress made is a positive way to encourage future involvement from the school community.</p> <p>DG tabled an email from Simone Bliss with attached 'Drawing Register' and 'Eastern Playground Program.' As the first part of the committee's work this year, it will prepare a project plan to support the work of Simone Bliss, which will enable the goodwill of the fair to be translated into the playground development. AJB reported that she has requested Simone Bliss to obtain three quotes on the fabrication aspect of the project, for consideration at the next meeting.</p> <p>School Council acknowledged the efforts of Lara Johnston for taking the time, at late notice, to arrange for the printing of the playground concept by Simone Bliss for presentation at the Fair.</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>Community Committee Report</u></p> <p>RL gave a verbal report Community Committee report, including in relation to the success of the Fair held on 25 March. A review of the outcome of the Fair will now take place.</p> <p>RL reported that JP has spoken to the parent in relation to the request for the establishment of an informal group for single parents at the school and advised that the school noticeboard can be utilised for communication purposes.</p>	<p>ATB to include reference to the funding of the school nurse in his forthcoming President's Report.</p> <p>KS to include the Policy Report from February on the agenda for the next meeting.</p>
7	Correspondence	School Council noted the correspondence circulated in the Council Pack.	
8	General Business	<p><u>Administration</u></p> <p>KS will circulate the contact details of Councillors for 2017. New councillors to send a photograph to KS for uploading on the website.</p>	KS to circulate contact details of Councillors and schedule of

		<p>There was discussion of the role of the Parent Member councillors to as a parent to be visible to parent community</p> <p><u>Meeting Schedule for 2017</u></p> <p>There was discussion of the meeting schedule for School Council for 2017.</p> <p><u>Fairfield Village Community Reference Group</u></p> <p>KS advised that she attended the second meeting of the Fairfield Village Community Reference Group on 1 March 2017 and has since discussed (with Darebin's traffic representative) traffic and pedestrian safety issues in further detail which will be raised again at the next meeting scheduled for 19 April.</p>	<p>meeting dates for 2017.</p> <p>ATB to advise KS of the next scheduled meeting date, likely in early May.</p>
9	Close of Meeting	Meeting Close: 8.35 pm	
10	Next Meeting	Next Meeting: TBA	

Alister Bayston

School Council President

Date 17/5 / 2017



Allana Bryant

Executive Officer

Date 18 / 05 / 2017