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# Fairfield Primary School

## School Council Minutes

Date: Monday 15 May 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		✓	
Kate Symons (KS)	Parent Member	Secretary	✓		
Alexa Every (AE)	Parent Member	Policy	✓		
Jodie Palmer (JP)	Parent Member	Community	✓		
Richard Lewis (RL)	Parent Member	Vice-President/Community	✓		
Nicholas Schijf (NS)	Parent Member	Treasurer	✓		
Detlev Lueth (DL)	Parent Member	Buildings & Grounds	✓		
Jourdan Murray (JM)	DE&T Member	Buildings & Grounds	✓		
Katrina Lamers (KL)	DE&T Member	Community	✓		
Paul Wallace (PW)	DE&T Member	Acting Executive Officer/ 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.

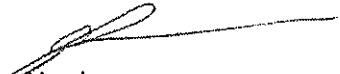
Min No		Minutes	Action
1	<b>Opening / Welcome</b> <i>Executive Officer's address/ Check quorum</i>	<p>RL opened the meeting as Vice-President and confirmed that a quorum was present at 6.35pm.</p> <p>RL welcomed Marjie Tkatchenko (MT) and Rosie Wositzky (RW) for the first part of the meeting.</p>	
2	<b>Proposals – Artist in Residence and Expert in Residence</b>	<p>MT noted School Council's agreement to allocate funds for an Artist in Residence program on an annual basis. MT spoke to the two proposals for Artists in Residence: Anne Conran, involving assemblage art over two days with a cost of \$1,500; and, Alice Wormald, involving work with each student in collage art for the Art4All student gallery with a cost of \$3,300. MT recognised that it is the 20 year anniversary of Art4All in 2017.</p> <p>RW spoke to the Expert in Residence performing arts proposal for Years 3 and 4 involving a circus and clowning theme with a cost of \$4,195.</p> <p>School Council discussed the proposals.</p> <p><b>Motion:</b> That School Council approve expenditure for the two proposed Artists in Residence and the Expert in Residence for the performing arts for the total cost of \$8,995.  <b>Moved:</b> AE  <b>Second:</b> DL  <b>Motion carried</b></p>	

		MT and RW left the meeting at 6.52pm.	
2	Attendance/Apologies	RL confirmed that DG and ATB were apologies.	
3	Minutes of previous meeting	<p>RL invited corrections to the previous minutes dated 28 March 2017 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 28 March 2017.  <b>Moved:</b> RL  <b>Second:</b> DL  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 28 March 2017. In particular, there was discussion of an AGM being held at the next School Council meeting on 19 June 2017 (commencing early at 6pm) at which the school community would be invited to attend to meet and mingle with School Council and the Annual Report would be presented.</p>	<p>KS to arrange for copies of the minutes of 20 February and 28 March 2017 to be signed and placed on the FPS website</p> <p>PW to make arrangements for an AGM 'meet and mingle' session to be held at 6pm on 19 June.</p>
4	Essential Business	<p><b><u>Standing Orders, Goals and Objectives, Terms of reference and Role of Secretary</u></b></p> <p>RL noted the annual review process for the Standing Orders, Goals and Objectives, the sub-committee Terms of Reference and the Role of Secretary, which was held over from the previous meeting. There were no amendments requested by School Council.</p> <p><b>Motion:</b> That School Council adopt the Standing Orders (March 2016), the FPS School Council Goals and Objectives (August 2016), the Terms of Reference for each sub-committee and the Role of Secretary.  <b>Moved:</b> RL  <b>Second:</b> NS  <b>Motion carried</b></p> <p><b><u>Annual Report</u></b></p> <p>PW spoke to, and School Council discussed, the 2016 FPS Annual Report to the School Community.</p> <p><b>Motion:</b> That School Council approve the 2016 FPS Annual Report.  <b>Moved:</b> KL  <b>Second:</b> RL  <b>Motion carried</b></p> <p><b><u>Annual Implementation Plan</u></b></p> <p>PW spoke to, and School Council discussed, the 'Annual Implementation Plan: for Improving Student Outcomes for 2017'. AE and RL emphasised the importance of addressing social skill development at FPS. It was agreed that PW and KL would provide further feedback on progress to School Council.</p> <p>School Council discussed the enhancement of STEM and ICT across FPS and AE queried the status of the tabled proposal for expenditure of fundraising money involving these aspects, which was endorsed by School Council at its meeting on 12 December 2016 (subject to a more detailed proposal for each expenditure being submitted to School Council in early 2017). It was agreed that KS would locate the tabled proposal and provide to PW and AJB for an update on the status at the next meeting.</p> <p><b>Motion:</b> That School Council ratify the 'Annual Implementation Plan: for Improving Student Outcomes for 2017'.  <b>Moved:</b> RL  <b>Second:</b> AE  <b>Motion carried</b></p>	<p>PW to arrange for the 2016 FPS Annual Report to be uploaded to the FPS website</p> <p>PW to present on progress of AIP at School Council meeting on 21 August 2017</p> <p>PW/KL to provide progress feedback to School Council on social skill development.</p> <p>KS to locate the expenditure proposal tabled on 12 December 2016 and liaise with PW and AJB. KS to include on next agenda.</p>

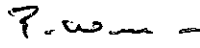
		<p><b>Motion:</b> That School Council approve the 4<sup>th</sup> planned Curriculum day (Student free) for Monday 6 November 2017.  <b>Moved:</b> KS  <b>Second:</b> RL  <b>Motion carried</b></p>	
5	Reports	<p><b><u>Acting Principal's Report</u></b></p> <p>PW spoke to the Acting Principal's Report.</p> <p><b>Motion:</b> That School Council accept the Acting Principal's Report.  <b>Moved:</b> PW  <b>Second:</b> NS  <b>Motion Carried</b></p> <p><b><u>Finance Committee Report</u></b></p> <p>NS spoke to the March 2017 Finance Report. NS noted that the Finance Report has a new format prepared by Sarah Burns.</p> <p>NS tabled the confirmed Student Resource Package which provides the finalised budgets for 2017, based on the School Census.</p> <p><b>Motion:</b> That School Council note the tabled 2017 Student Resource Package – Budget Details (2017 Confirmed).  <b>Moved:</b> NS  <b>Second:</b> JP  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council accept the Finance Report for March 2017.  <b>Moved:</b> NS  <b>Second:</b> JP  <b>Motion Carried</b></p> <p><b>Motion:</b> That the financial reports and associated tables for the month of March 2017 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position.  <b>Moved:</b> RL  <b>Second:</b> JM  <b>Motion Carried</b></p> <p><b><u>Buildings and Grounds Committee Report</u></b></p> <p>In DG's absence, KL and JM spoke to the Buildings &amp; Grounds Committee Report. The costings for the playground development are greater than initially expected. The landscape architect, Simone Bliss, is now undertaking a review of the plans to achieve a cost reduction.</p> <p><b>Motion:</b> That School Council accept the Buildings &amp; Grounds Committee Report for May 2017.  <b>Moved:</b> KL  <b>Second:</b> DL  <b>Motion Carried</b></p> <p>RL advised that he and DG are meeting with representatives of Darebin Council on 16 May regarding the joint use agreement for the proposed netball court. RL advised that DG has also been working with the Department to clarify the scope of the netball court, particularly in relation to ongoing maintenance obligations.</p> <p><b><u>Policy Committee Report</u></b></p> <p>PW spoke to the February and the May 2017 Policy Committee Reports, the draft Sunsmart and Sun Safety Policy and the Staff Leave Policy.</p> <p><b>Motion:</b> That School Council approve the Sunsmart and Sun Safety Policy.  <b>Moved:</b> RL  <b>Second:</b> DL  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council accept the Policy Committee Reports for February and May 2017.</p>	

		<p><b>Moved:</b> JP  <b>Second:</b> RL  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council approve the Staff Leave Policy.  <b>Moved:</b> PW  <b>Second:</b> RL  <b>Motion Carried</b></p> <p><b>Motion:</b> That School Council extend the meeting for a further 15 minutes at 8.30pm.  <b>Moved:</b> RL  <b>Second:</b> JP  <b>Motion Carried</b></p> <p><b><u>Community Committee Report</u></b></p> <p>JP spoke to the Community Committee Report and confirmed that the preliminary results from the Fair were received at their sub-committee meeting held on 18 April. School Council requested that the final financial result be communicated to the school community in the next school newsletter.</p> <p>JP spoke to the recent events, including the success of the Mothers' Day stall, and planned events for the rest of 2017. School Council thanked JP for her substantial efforts for the Mothers' Day stall.</p> <p><b>Motion:</b> That School Council ratify the expenditure of Community Committee funds in the amount of \$180 for the purchase of gifts to thank the convenors and Ali Sutton for their efforts at the Fair  <b>Moved:</b> JP  <b>Second:</b> RL  <b>Motion Carried</b></p>	<p>PW to communicate the final financial result for the 2017 Fair to the school community in the next school newsletter</p> <p>School Council to ratify the expenditure of the Community Committee funds for the oven in the BER, and glasses/trolleys once the costings are received</p>
7	<b>Correspondence</b>	School Council noted the circulated correspondence.	
8	<b>General Business</b>	<p><b><u>Wingrove Street land – LXRA</u></b></p> <p>School Council discussed the recent correspondence between FPS, the Victorian Building School Authority (VBSA)/the Department of Education and Training (DET) and the Hon. James Merlino relating to the use of the Wingrove Street land by the Level Crossing Removal Authority (LXRA). School Council noted the pleasing confirmation of financial compensation payable to FPS for the disruption caused to the school, as contained in the letters from the VBSA dated 20 April 2017 and from The Hon. James Merlino dated 21 April 2017.</p> <p>AE advised AJB has requested her to prepare a letter from the President of School Council to the VBSA to acknowledge and express thanks for the financial compensation, and for mention to be made of the efforts of Sue Lim of VBSA. School Council noted that this pleasing outcome will be communicated to the school community in a future school newsletter: AE will prepare a draft communication for consideration at the next meeting.</p> <p>AE noted that she had discussed with AJB the outcome of the recent State Budget which did not contain an allowance of funds for the development by FPS of the Wingrove Street land.</p> <p><b><u>Fairfield Village Community Reference Group</u></b></p> <p>KS advised that she attended the third meeting of the Fairfield Village Community Reference Group on 10 May 2017 at which Mayor Le Cerf and Crs McCarthy and Rennie were present. KS again reiterated concerns regarding the traffic and pedestrian safety issues impacting the school</p>	<p>AE to prepare a letter from ATB to the VBSA regarding the financial compensation</p> <p>AE to prepare a draft communication regarding the financial compensation for consideration at the next meeting</p>

		<u>Other</u> School Council agreed to hold over an update of the FPS Master Plan and the future of the Farmers Market until the next meeting.	
9	Close of Meeting	Meeting Close: 8.50 pm	
10	Next Meeting	Next Meeting: 19 June 2017 at 6.30pm	

  
Richard Lewis

School Council Vice-President  
Date 26/6/2017

  
Paul Wallace

Acting Executive Officer  
Date 27/6/2017