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Fairfield Primary School

School Council Minutes

Date: Monday 19 June 2017

Time: 6.30pm (Presentation of Annual Report from 6pm)

Venue: Room 3AB

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	Annual Report - Presentation	<p>PW and KL hosted the presentation of the FPS 2016 Annual Report from 6pm to 6.35pm (Room 3AB) to the school community. The presentation provided information regarding the school's successes, activities and achievements throughout 2016. PW and KL provided a summary on the school's performance, based on the various outcomes of NAPLAN, the <i>Parent Opinion</i> survey and the <i>Student Attitudes to School</i> survey, outlining the ongoing work being undertaken at FPS to continually improve those results.</p> <p>Note: 3 staff (PW, KL, JM), 3 school councillors (ATB, KS, JP) and 3 parents (including representatives from Hayball and the Department ahead of their presentation) were in attendance.</p>	
2	Opening / Welcome	<p>ATB opened the meeting as President and confirmed that a quorum was present at 6.40pm.</p> <p>PW welcomed Marissa Cavalchini and Hilary Duff from Hayball Architects and Fiona Solomonides from the Department of Education (DET) to the first part of the meeting.</p>	
3	Presentation by Hayball Architects - redevelopment	<p>Following the previous presentation to School Council on 20 February 2017, Marissa Cavalchini and Hilary Duff from Hayball Architects presented a design update presentation for the redevelopment of FPS comprising the schematic design and a summary of the project staging for Phases 1A, 1B, 2, 3 and 4.</p> <p>The schematic design has been developed to be 'FPS specific' and relates</p>	

		<p>directly to (current and emerging) teaching practices and seeks to create environments for students to reflect purposeful learning.</p> <p>[AE arrived at 6.52pm]</p> <p>Ms Cavalchini and Ms Duff outlined the spatial planning and architectural concepts for the project.</p> <p>Fiona Solomonides reported on the timelines and process for the project and confirmed the ongoing progression of the project as a whole, which has not been affected by the lack of allocation in the recent budget.</p> <p>School Council endorsement (by letter to Hayball) is required to approve the schematic design for the project, followed by lodgement of the schematic design with DET for consideration by a project review and evaluation panel (PEP). Following approval of the schematic design, the project would proceed to detailed design and tender documentation, with the budget and scope of the project being assessed and formalised at each of the phases.</p> <p>Ms Solomonides confirmed there is commitment and approval for documentation for the whole project, with documentation to be finalised in November 2017 ready for submission in the next round of budget planning.</p> <p>Marissa Cavalchini, Hilary Duff and Fiona Solomonides left the meeting at 7.30pm.</p> <p>School Council discussed the schematic design and the requested endorsement.</p> <p>Motion: That School Council endorse the schematic design prepared by Hayball Architects for the redevelopment of Fairfield Primary School as presented to School Council on 19 June 2017, to be submitted by Hayball Architects to the Department of Education and Training. Moved: ATB Second: AE Motion carried</p>	<p>PW to write to Hayball Architects advising of School Council's endorsement of the schematic design.</p>
4	Attendance/Apologies	<p>ATB confirmed that AJB, DL, RL and NS were apologies.</p> <p>Motion: That School Council accept the apologies of AJB, DL, RL and NS. Moved: ATB Second: JP Motion carried</p>	
5	Minutes of previous meeting	<p>RL invited corrections to the previous minutes dated 28 March 2017 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 15 May 2017 Moved: PW Second: AE Motion carried</p> <p>Motion: That School Council adopt the minutes of the extraordinary meeting held on 5 June 2017 Moved: ATB Second: JM Motion carried</p> <p>School Council discussed the matters arising from the previous minutes of 15 May.</p>	<p>KS to arrange for copies of the minutes of 15 May and 5 June 2017 to be signed and the minutes of 15 May placed on the FPS website</p> <p>JP to report on the expenditure by the Community Committee for the BER oven and glasses/ trolleys at the August SC meeting.</p>
6	Essential Business	<p>Contract of Elynwood for Cleaning Services executed 6 June 2017</p> <p>PW reported that Elynwood has been appointed as FPS' temporary cleaning contractor to 30 June 2017. PW outlined the timeframe and process for the tendering and appointment of a new cleaning contractor from 1 July 2017 onwards.</p>	

		<p>Motion: That School Council ratify the execution of the contract with Elynwood by the President on behalf of School Council on 6 June 2017. Moved: ATB Second: KS Motion carried</p> <p>Motion: That School Council resolve to authorise a selection panel comprising senior staff/school councillors to review tender submissions and to recommend the appointment of a preferred cleaning contractor to the School Council through the President. Further that the President be authorised to execute a contract on behalf of School Council, with the executed contract to be presented at the School Council meeting scheduled for 21 August 2017. Moved: JP Second: KL Motion carried</p> <p><u>Expenditure Proposals</u></p> <p>School Council discussed the progress of the expenditure proposals, as initially tabled by AJB in December 2016. AE and JP emphasised the importance of the fundraising money being allocated to proposals that allow the school community to see the funds being expended on worthwhile school projects benefitting the students.</p> <p>KL and JM provided an update (item 1) on the status of the playground proposal concept and costing process. School Council requested a detailed update on the proposal be provided by representatives of the Buildings & Grounds Committee at the next School Council meeting.</p> <p>PW provided an update (item 3) relating to the Green Screen proposal, with expenditure through FPS' ICT budget by school. JP and AE queried whether additional fundraising money could contribute to the cost if the scope of the proposal was extended. PW will give this consideration, noting there is an interest in locally raised funds contributing towards the proposal.</p> <p>PW reported (item 6) that Alison Knox has been in contact with RMIT and University of Melbourne to inquire whether there is an opportunity for further engagement with FPS students.</p> <p>School Council requested that Ursula Woods attend the School Council meeting in August to present the proposal in relation to musical instruments (Item 2).</p> <p>Motion: That School Council extend the meeting for a further 15 minutes at 8.30pm. Moved: ATB Second: JM Motion carried</p>	<p>ATB to present the executed contract with a new cleaning contractor at the August SC meeting</p> <p>DG/JM to provide an update on the playground proposal (concept and costings) at the August SC meeting.</p> <p>PW to progress the Green Screen proposal.</p> <p>PW/JM to arrange for Ursula Woods to present the musical instrument proposal at the August SC meeting.</p>
7	Reports	<p><u>Acting Principal's Report</u></p> <p>PW spoke to the Acting Principal's Report.</p> <p>Motion: That School Council accept the Acting Principal's Report. Moved: PW Second: KS Motion Carried</p> <p><u>Finance Committee Report</u></p> <p>In NS' absence, the consideration of the Finance Report was held over to the next meeting. School Council briefly discussed the maturation of the term deposit referred to in the Business Manager's Report, for discussion at the next School Council meeting.</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>In DG's absence, there was no report.</p> <p><u>Policy Committee Report</u></p>	<p>KS to include Finance Report and documentation from June meeting in agenda for August SC meeting.</p> <p>NS to provide a</p>

		<p>PW spoke to the June 2017 Policy Committee Report and the amended Volunteer Policy which reflects the requirement for all volunteers to apply for a Working With Children Check in order to attend school activities that are held on-site and off-site as from Semester 2, 2017.</p> <p>KL advised that volunteers (including attendees at working bees) will also be required to complete an occupational health and safety (OHS) induction by way of reading a booklet containing policies of DET and FPS and alerting to any particular issues at FPS. School Council discussed the need for an efficient way to meet this requirement, likely via an online process.</p> <p>PW reported that the survey on homework has now closed. A report on the results will be prepared.</p> <p>Motion: That School Council approve the amended Volunteers Policy. Moved: PW Second: JP Motion Carried</p> <p>Community Committee Report</p> <p>JP spoke to the Community Committee Report. JP spoke to the event plan and proposal for Art4All that has been submitted (prior to approval of the new proposal for template) and the Music Quiz event proposal.</p> <p>There was discussion regarding the funding of the acquisition prize at Art4All, arising from a query received by ATB. ATB confirmed that the prize has a budget of around \$300 and is paid from school reserves.</p> <p>Motion: That School Council approve the Music Quiz proposal and budget and approve the Art4All event plan and budget, on the basis that the final event proposal for Art4All be reviewed by the Principal.</p> <p>Moved: JP Second: AE Motion Carried</p>	<p>recommendation on the term deposit at the August SC meeting.</p>
8	Correspondence	School Council noted the correspondence circulated at the meeting.	
9	General Business	<p>School Council agreed to hold over discussion of the netball court and the future of the Farmers Market until the next meeting.</p> <p>PW reported that he and KS met with representatives of the Level Crossing Removal Authority (LCRA) at FPS on 16 June 2017. PW tabled a summary of the discussion at the meeting.</p> <p>School Council noted the timetable for summaries of each school council meeting to be provided by parent councillors for each school newsletter. AE will prepare the summary for the forthcoming newsletter.</p>	<p>KS to include various items held over in the agenda for the August SC meeting</p> <p>PW to arrange for a LCRA representative to present at the August SC meeting. PW to include an update of the level crossing removal in the next newsletter.</p>
10	Close of Meeting	Meeting Close: 8.56 pm	
11	Next Meeting	Next Meeting: 21 August 2017 at 6.30pm	

Alister Bayston

School Council President
Date 21/8 / 2017

Paul Wallace

Acting Executive Officer
Date / / 2017