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Fairfield Primary School

School Council Minutes

Date: Monday 21 August 2017

Time: 6.30pm

Venue: FPS 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	✓		

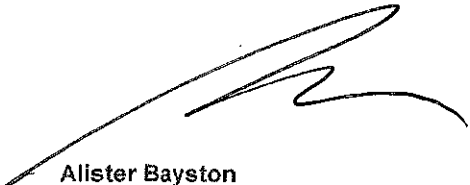
At Fairfield Primary School we wish to acknowledge the Wurundjeri people as the traditional owners of the land.
We pay respect to their Elders, past and present.

Min No		Minutes	Action
1	Opening / Welcome	<p>ATB opened the meeting as President and confirmed that a quorum was present at 6.30pm.</p> <p>ATB welcomed Marjie Tkatchenko, Trish Phelan and Leanne Coughlin to the first part of the meeting.</p>	
2	Update on Art4All	<p>Marjie Tkatchenko provided an overview of the Artist in Residence project 'Two-Dimensional Assemblage' by Alice Wormald and the artwork created by FPS students (influenced by Rosalie Gascoigne) for the 2017 Art4All Children's Gallery.</p> <p>Trish Phelan and Leanne Coughlin provided an update to School Council on the Art4All events scheduled for 8 to 10 September 2017.</p> <p>[AE arrived at 6.50pm]</p> <p>School Council acknowledged the efforts of the Art4All Committee members and thanked Trish and Leanne for their extensive work for this year's event.</p> <p>[Marjie Tkatchenko, Trish Phelan and Leanne Coughlin left the meeting at 6.52pm]</p>	
3	Attendance/Apologies	ATB confirmed there were no apologies.	

4	Minutes of previous meeting	<p>ATB invited corrections to the previous minutes dated 19 June 2017 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 19 June 2017 Moved: ATB Second: JP Motion carried</p> <p>School Council discussed the matters arising from the previous minutes of 19 June.</p>	<p>KS to arrange for copies of the minutes of 19 June 2017 to be signed and placed on the FPS website</p>
5	Essential Business	<p><u>Contract for provision of Cleaning Services executed 27 June 2017</u></p> <p>PW reported on the tender process resulting in the appointment of a new cleaning contractor for FPS. ATB advised that, further to the authorisation granted by School Council at the previous meeting, he executed a contract for the provision of cleaning services on 27 June 2017 with GLT's Pty Ltd on behalf of School Council. School Council noted the executed contract (for the term 1 July 2017 to 1 July 2020).</p> <p>PW reported that the Department has advised it will be allocating cleaning providers to public schools across 8 zones of Melbourne from 1 July 2018. School Council agreed to write a letter in response to the Department's decision expressing its concern and disappointment.</p> <p><u>Netball Court</u></p> <p>DG and RL provided an update on the proposed netball court and the status of negotiations on the joint use agreement term sheet with Darebin Council. School Council discussed the project in detail, including in relation to anticipated revenue, expected maintenance and other costs and the overall benefit to FPS.</p> <p>Motion: That School Council commit to the netball project, and, subject to any concerns being forwarded by Councillors to Richard Lewis by close of business on 1 September 2017, the School Council submit its position to Darebin Council as reflected in a mark-up of the Community Joint User Agreement term sheet (which will be circulated to Councillors after this meeting). Moved: DG Second: DL Motion carried</p> <p><u>Update on Annual Implementation Plan</u></p> <p>Following on from the meeting held on 15 May 2017, PW reported on the progress of the Annual Implementation Plan, in particular in relation to social skills development and wellbeing.</p> <p>KL provided an update on numeracy and advised that the data from the recent NAPLAN tests will be summarised in the next newsletter. KL will present the results from NAPLAN and the student opinion survey at the next meeting.</p> <p><u>Buildings & Grounds</u></p> <p>DG provided an update on the progress of the eastern playground redevelopment concept designed by Simone Bliss. Given the cost implications, the committee will proceed to investigate other manufacturing options and cost implications in order to achieve an outcome in keeping with the theme of the design.</p> <p>School Council agreed that DG would provide a further update on progress at the meeting scheduled for October.</p> <p><u>Musical Instrument Proposal</u></p> <p>Further to the discussion of various expenditure proposals at the previous meeting, AJB advised that fundraising money and school budget funds have been allocated to the purchase of musical instruments as proposed by Ursula Woods.</p>	<p>AE to prepare a draft letter from School Council to the Department responding on the decision to allocate cleaning providers to schools</p> <p>RL to circulate term sheet to Councillors by email, with any concerns to be forwarded to Richard Lewis by 1 September.</p> <p>KL to present the NAPLAN data and student opinion survey results at the next meeting on 18 September</p> <p>DG to present on the progress of the playground redevelopment concept at the October meeting</p>

		<p>[JP left the meeting at 7.55pm]</p> <p>AJB advised there may be a further proposal for funds to purchase and maintain musical instruments for student use.</p> <p><u>Year 4 Camp</u></p> <p>PW tabled documentation for the Year 4 Camp scheduled for 10 to 11 October 2017 at YMCA at Mt Evelyn.</p> <p>Motion: That School Council approve the Year 4 Camp at Mt Evelyn on 10 to 11 October 2017. Moved: PW Second: RL Motion carried</p>	
6	Reports	<p><u>Acting Principal's Report</u></p> <p>PW spoke to the Acting Principal's Report.</p> <p>PW thanked DG and Mitali Ross for their extensive efforts to make the 2017 Music Trivia Night held on 12 August 2017 a successful community event.</p> <p>PW and AJB provided an update on the progress of the Asset Management Plan and their recent meeting with representatives of Hayball Architects and the Department. Hayball Architects are working towards the submission of design development on 26 September 2017.</p> <p>Motion: That School Council accept the Acting Principal's Report. Moved: PW Second: ATB Motion Carried</p> <p><u>Finance Committee Report</u></p> <p>NS spoke to the finance documentation for the months of April, May, June and July 2017.</p> <p>Motion: That School Council accept the Finance Committee reports for April, May, June and July 2017. Moved: NS Second: RL Motion Carried</p> <p>Motion: That the financial reports and associated tables for the months of April, May, June and July 2017 as presented in the Financial Reports be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: DL Motion Carried</p> <p>Motion: That School Council adopt the reinvestment of the rollover of the term deposit. Second: DG Motion Carried</p> <p>Motion: That School Council endorse the confirmed FPS budget for 2017. Moved: NS Second: AJB Motion Carried</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>DG spoke to the Buildings & Grounds Committee Report, including the proposal to form a FPS Sustainability Working Group, subject to agreed terms of reference to be prepared by Andrew Vance who will likely chair the group.</p> <p>Motion: That School Council accept the Buildings & Grounds Committee Report. Moved: DG Second: ATB Motion Carried</p>	<p>PW to arrange for Hayball Architects to present at the next meeting on 18 September.</p>

		<p>Motion: That School Council endorse the formation of a FPS Sustainability Working Group reporting to School Council via the Buildings & Grounds Committee subject to agreed Terms of Reference and membership. Moved: DG Second: DL Motion Carried</p> <p>Motion: That School Council extend the meeting for a further 15 minutes at 8.34pm. Moved: ATB Second: NS Motion Carried</p> <p><u>Policy Committee Report</u></p> <p>It was agreed that the Policy Committee Report and amended Anaphylaxis Policy be held over to the next meeting.</p> <p><u>Community Committee Report</u></p> <p>RL provided a verbal report on behalf of the Community Committee.</p>	KS to include the Policy Committee Report and documentation for August in the next meeting agenda
7	Correspondence	There was no correspondence for circulation. School Council noted the recent news article in The Age on open learning spaces.	
8	General Business	<p>School Council agreed to hold over the Community Event process to the next meeting.</p> <p>PW reported that he and KS attended the first meeting of the representatives of the Level Crossing Removal Authority (LXRA) on 15 August 2017.</p> <p>School Council noted that the Fairfield Farmers' Market is currently operating on a month to month basis.</p>	KS to include the Community Event process as an agenda item for the next meeting
9	Close of Meeting	Meeting Close: 8.39 pm	
10	Next Meeting	Next Meeting: 18 September 2017 at 6.30pm	



Alister Bayston

School Council President
Date 3/10/2017



Paul Wallace

Acting Executive Officer
Date 3/10/2017