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Fairfield Primary School

School Council Minutes

Date: Monday 18 September 2017

Time: 6.30pm

Venue: 3AB and 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	✓ (by telephone)		
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	✓ (late)		
Detlev Lueth (DL)	Parent Member	Buildings & Grounds	✓		
Jourdan Murray (JM)	DE&T Member	Buildings & Grounds	✓		
Katrina Lamers (KL)	DE&T Member	Community	✓ (for part only)		
Paul Wallace (PW)	DE&T Member	Acting Executive Officer/ Policy	✓		
Allana Bryant (AJB)	DE&T Member	Executive Officer	✓		

At Fairfield Primary School, we acknowledge that the meeting is being held on the traditional lands of the Wurundjeri people of the Kulin Nation and acknowledge them as Traditional Owners. We also pay our respects to their Elders, past and present, and the Elders from other communities who may be here today.

Min No	Minutes	Action
1	<p>Opening / Welcome</p> <p>ATB opened the meeting as President and confirmed that a quorum was present at 6.30pm.</p> <p>ATB welcomed Marissa Cavalchini and Hilary Duff from Hayball Architects to the first part of the meeting.</p>	
2	<p>Design development</p> <p>Following the previous presentation to School Council on 19 June 2017, Marissa Cavalchini and Hilary Duff from Hayball Architects presented a design update presentation of the development stage for the master plan project.</p> <p>Ms Cavalchini and Ms Duff provided a snapshot of the progress of the project, and in doing so outlined the design for the interiors and current site and other issues (including solar panels and water tanks, existing site infrastructure and accessibility).</p> <p>[NS arrived at 7.00pm]</p> <p>School Council endorsement (by letter to Hayball) is required to approve the development design for the project, to be followed by lodgement of the development design with DET on 3 October 2017 for consideration of the design and budget by a project review and evaluation panel (PEP). Following approval of the development design, the project would be submitted to the Minister for approval of funding.</p> <p>Marissa Cavalchini and Hilary Duff left the meeting at 7.25pm.</p>	

		<p>Motion: That School Council endorse the development design prepared by Hayball Architects for the redevelopment of Fairfield Primary School as presented to School Council on 18 September 2017, to be submitted by Hayball Architects to the Department of Education and Training.</p> <p>Moved: PW Second: ATB Motion carried</p>	PW to prepare a letter to Hayball Architects on behalf of School Council endorsing the development design.
3	Attendance/Apologies	ATB confirmed an apology received from DG.	
4	Minutes of previous meeting	<p>ATB invited corrections to the previous minutes dated 21 August 2017 and confirmed there were none.</p> <p>Motion: That School Council adopt the minutes of the previous meeting held on 21 August 2017 Moved: ATB Second: DL Motion carried</p> <p>School Council discussed the matters arising from the previous minutes of 21 August.</p>	KS to arrange for copies of the minutes of 21 August 2017 to be signed and placed on the FPS website
5	Essential Business	<p>Community Event process</p> <p>PW spoke about the need for alignment and consistency of community events and the related processes. School Council discussed the need for further work to concentrate on sponsorship arrangements.</p> <p>A community event policy is currently being developed and approval of the policy will be sought from School Council at the next meeting. In the meanwhile, feedback is welcomed from councillors to PW and AE as soon as possible.</p> <p>Boundary fence – Wingrove Street</p> <p>PW spoke about the fence on eastern boundary of the acquired land on Wingrove Street (currently leased to LXRA) and a request by the owner of the neighbouring property to relocate and replace the existing fence, including in relation to funding of the cost.</p> <p>After discussing the matter, School Council agreed that PW will contact DET to discuss the issue, before FPS commits itself to a course of action this early in the LXRA project.</p> <p>2018 Curriculum days</p> <p>PW referred to the four curriculum days per year that each school is entitled to schedule.</p> <p>Motion: That School Council approve the four curriculum days for 2018, scheduled for 29 and 30 January, 16 July and 5 November. Moved: PW Second: JP Motion carried</p> <p>NAPLAN data and student opinion survey results</p> <p>Given the time restrictions, School Council agreed to defer this item for presentation at the next meeting.</p>	<p>Councillors to provide any feedback on the community event policy to AE and PW as soon as possible</p> <p>PW to contact DET to discuss the issue of the boundary fence to the property on Wingrove Street.</p> <p>KS to include the presentation of NAPLAN data and student opinion survey results in the agenda for the next meeting.</p>
6	Reports	<p>Community Committee Report</p> <p>JP provided a verbal report on behalf of the Community Committee covering the recent successful events of the Fathers' Day stall and the Art4All event. JP referred to the need to commence discussions and arrangements for the convening of the 2018 Fair.</p> <p>Motion: That School Council acknowledge the work and efforts of the Art4All Committee and its volunteers in the recent Art4All event. Moved: ATB Second: RL</p>	

Motion Carried

Acting Principal's Report

PW spoke to the Acting Principal's Report.

Motion: That School Council accept the Acting Principal's Report.

Moved: PW

Second: DL

Motion Carried

Finance Committee Report

NS spoke to the finance documentation, including in relation to the proposed fees for 2018. All fees will be maintained at 2017 levels, with the exception of the essential education fee increasing from \$270 to \$300 per year. School Council discussed the importance of communication in relation to the fees as soon as possible and the payment arrangements that are available to facilitate payment by parents.

School Council discussed the hiring of facilities and the proposal for 2018 hirer fees. Operational issues will now be reconsidered to recalibrate the hire charge for users of the FPS facilities for 2018.

Motion: That School Council extend the meeting for a further 15 minutes at 8.35pm.

Moved: ATB

Second: KS

Motion Carried

JP queried an item in the financial report. School Council noted that NS will request the Business Manager to check the building works item under expenditure in the Business Manager's Report (in excess of \$600,000) and make the necessary correction.

NS will liaise with the Business Manager to make any necessary corrections and amendments to the financial report for the month of August 2017, for resubmission to School Council at the next meeting.

Motion: That School Council endorse the proposed 2018 School fee payment amounts, as set out in the table on page 6 of the Business Manager's Report.

Moved: NS

Second: ATB

Motion Carried

Motion: That School Council endorse the proposed 2018 hire fee amounts, as set out in the tables on page 6 of the Business Manager's Report.

Moved: NS

Second: RL

Motion Carried

Buildings and Grounds Committee Report

In DG's absence there was no report for the Building & Grounds Committee.

Policy Committee Report

Policy Committee business was not discussed, given the time restriction.

NS to liaise with the Business Manager to make the necessary corrections to the financial report for August 2017, for resubmission to School Council at the next meeting.

KS to include the August Policy Committee report and Anaphylaxis Policy in the next meeting agenda.

		<p>Motion Carried</p> <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.</p> <p>Moved: PW</p> <p>Second: DL</p> <p>Motion Carried</p> <p><u>Finance Committee Report</u></p> <p>NS spoke to the finance documentation, including in relation to the proposed fees for 2018. All fees will be maintained at 2017 levels, with the exception of the essential education fee increasing from \$270 to \$300 per year. School Council discussed the importance of communication in relation to the fees as soon as possible and the payment arrangements that are available to facilitate payment by parents.</p> <p>School Council discussed the hiring of facilities and the proposal for 2018 hirer fees. Operational issues will now be reconsidered to recalibrate the hire charge for users of the FPS facilities for 2018.</p> <p>Motion: That School Council extend the meeting for a further 15 minutes at 8.35pm.</p> <p>Moved: ATB</p> <p>Second: KS</p> <p>Motion Carried</p> <p>JP queried an item in the financial report. School Council noted that NS will request the Business Manager to check the building works item under expenditure in the Business Manager's Report (in excess of \$600,000) and make the necessary correction.</p> <p>NS will liaise with the Business Manager to make any necessary corrections and amendments to the financial report for the month of August 2017, for resubmission to School Council at the next meeting.</p> <p>Motion: That School Council endorse the proposed 2018 School fee payment amounts, as set out in the table on page 6 of the Business Manager's Report.</p> <p>Moved: NS</p> <p>Second: ATB</p> <p>Motion Carried</p> <p>Motion: That School Council endorse the proposed 2018 hire fee amounts, as set out in the tables on page 6 of the Business Manager's Report.</p> <p>Moved: NS</p> <p>Second: RL</p> <p>Motion Carried</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>In DG's absence there was no report for the Building & Grounds Committee.</p> <p><u>Policy Committee Report</u></p> <p>Policy Committee business was not discussed, given the time restriction.</p>	
7	Correspondence	No correspondence was discussed or circulated, given the time restriction.	
8	General Business	No general business was discussed, given the time restriction.	
9	Close of Meeting	Meeting Close: 8.54 pm	
10	Next Meeting	Next Meeting: 23 October 2017 at 6.30pm	

Alistair Bayston

School Council President

Date 24/10/2017

Paul Wallace

Acting Executive Officer

Date 24/10/2017