



Respect • Creativity • Excellence • Community • Since 1885

# Fairfield Primary School

## School Council Minutes

Date: Monday 20 November 2017

Time: 6.30pm

Venue: FPS Staff Room

Member Name	Representation	Committee/Officer Bearer	Present	Apology	Non Attendance
Alistair 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	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	Opening / Welcome	ATB opened the meeting as President and confirmed that a quorum was present at 6.30pm.	
2		<p>Representatives from the Level Crossing Removal Authority (LXRA) attended the meeting and provided a project update regarding the Grange Road level crossing removal. School Council and LXRA representatives discussed issues affecting FPS and emphasised the pedestrian, cyclist and traffic safety aspects, particularly during the planned disruptions scheduled in December and early in 2018. LXRA will provide a Parent Information session at FPS on 13 December 2017.</p> <p>The LXRA representatives left the meeting at 6.55pm.</p>	
3	Attendance/Apologies	<p>ATB confirmed there were apologies from AJB, JM, AE and JP.</p> <p><b>Motion:</b> That School Council accept the apologies from AJB, JM, AE and JP.</p> <p><b>Moved:</b> ATB</p> <p><b>Second:</b> RL</p> <p><b>Motion carried</b></p>	
4	Minutes of previous meeting	<p>ATB invited corrections to the previous minutes dated 23 October 2017 and confirmed there were none.</p> <p><b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 23 October 2017</p>	KS to arrange for copies of the minutes of 23 October 2017 to be signed and

		<p><b>Moved:</b> ATB  <b>Second:</b> NS  <b>Motion carried</b></p> <p>School Council discussed the matters arising from the previous minutes of 23 October 2017.</p>	<p>placed on the FPS website.</p> <p>NS to provide confirmation regarding the August 2017 financial report in the next financial report.</p>
5	Essential Business	<p><b><u>Governance and probity expectations/requirements for School Council</u></b></p> <p>ATB referred to the School Council Forum presentation dated October 2017 by the Victorian Auditor General's Office and suggested that School Council revisit its governance requirements (including in particular, training requirements).</p> <p>ATB advised that the four yearly review of the FPS strategic plan scheduled for 2018 will also provide an opportunity to review performance and how the school met its objectives.</p> <p>ATB to circulate a self assessment tool to be circulated, for completion by each School Council member prior to the next meeting. School Council discussed the utility of understanding any compliance gaps for referral to the newly appointed School Council in 2018.</p> <p>PW to include papers on governance for the second meeting of 2018, which will comprise the newly convened School Council for 2018.</p> <p><b><u>Facility user contracts</u></b></p> <p>PW spoke to the proposed facility user hire contracts for Shooters Basketball Club, Walsh Martial Arts Australia and OSH Club and the proposal for Do Well Music.</p> <p><b>Motion:</b> That School Council approve the School hire agreements for Shooters Basketball Club, Walsh Martial Arts Australia and OSH Club in the terms laid out in the contracts and that School Council approve in principle the proposal for Do Well Music.  <b>Moved:</b> PW  <b>Second:</b> RL  <b>Motion Carried</b></p>	<p>ATB to circulate the self assessment tool, for completion by School Council members prior to the meeting.</p> <p>KS to include governance issues on the agenda for the second meeting of 2018.</p> <p>PW/ATB to include item on membership opportunities for School Council in newsletter prior to end of term.</p> <p>PW to circulate the contract for OSH Club to councillors.</p>
6	Reports	<p><b><u>Principal's Report</u></b></p> <p>PW spoke to the Principal's Report and commented on the success of the Grade 3/4 concert held on 9 November.</p> <p><b>Motion:</b> That School Council accept the Principal's Report.  <b>Moved:</b> PW  <b>Second:</b> DG  <b>Motion Carried</b></p> <p><b><u>Finance Committee Report</u></b></p> <p>NS spoke to the finance report. NS reported on the continued positive trends in parent contributions and School Council noted that information about rising school fees will be provided in the school newsletter prior to the end of the year.</p> <p>NS spoke to, and School Council discussed, the indicative budget (covering revenues) based on prescriptive rates from the Department and 2018 projected student numbers.</p> <p><b>Motion:</b> That School Council adopt the Finance Committee report for October 2017.  <b>Moved:</b> NS  <b>Second:</b> DL  <b>Motion Carried</b></p>	<p>PW to include information about 2018 school fees in a newsletter prior to the end of term 4.</p>

**Motion:** That the financial reports and associated tables for the month of October 2017 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position.

**Moved:** NS

**Second:** DL

**Motion Carried**

**Motion:** That School Council adopt the 2018 SRP indicative budget.

**Moved:** NS

**Second:** RL

**Motion Carried**

#### Buildings and Grounds Committee Report

DG spoke to the Buildings and Grounds Committee Report.

DG reported on the status and likely timeframes for the proposed netball court, including the detailed design endorsed by Sports Recreation Victoria (SRV) circulated at the meeting.

DG to continue to liaise with the fair convenors, the Victorian School Building Authority and SRV regarding the timing of construction and potential impact on the 2018 fair scheduled for 24 March.

**Motion:** That School Council endorse the netball court detailed design proposal by SRV.

**Moved:** DG

**Second:** DL

**Motion carried**

DG acknowledged the efforts of Andrew Vance in convening the inaugural meeting of the Sustainability Working Group held on 16 November 2017.

DG will report on the eastern playground project at the next School Council meeting.

**Motion:** That School Council accept the Buildings and Grounds Committee report for October 2017.

**Moved:** DG

**Second:** RL

**Motion Carried**

#### Policy Committee Report

PW spoke to the Anti-Bullying policy and the Community Events policy and processes. PW acknowledged the collective efforts to produce the policy and processes for community events.

School Council discussed the ways in which the school sets priorities for (and communicates) the expenditure of fundraising money from large events such as the Fair and Art4All as well as smaller niche events. ATB suggested that the communication of fundraising goals and outcomes be included as one of the goals for 2018.

**Motion:** That School Council approve the Bullying Prevention policy

**Moved:** PW

**Second:** KL

**Motion Carried**

**Motion:** That School Council approve the Community Events Policy and Process.

**Moved:** PW

**Second:** RL

#### Community Committee Report

RL provided a verbal report on the last Community Committee meeting. RL advised that the second Fair Committee meeting is scheduled for 5 December 2017, the next meeting with SRV regarding the netball court is scheduled for 22 November and a barbeque to thank school volunteers will be held on 15 December. RL advised he will request Art4All committee to submit a short evaluation on this year's event for the next School Council

DG to report on the eastern playground project at the next School Council meeting.

The communication of fundraising goals and outcomes to be included as one of the goals for 2018.

RL to request Art4All committee to submit a short evaluation for the next School Council meeting.

		meeting.	
7	Correspondence	ATB referred to the correspondence circulated, including the Media release by The Hon James Merlino MP dated 9 November 2017 and the letter from The Hon James Merlino MP dated November 2017 regarding the \$2.5m capital works funding.	
8	General Business	<p><b>Fairfield Village Community Reference Group</b></p> <p>KS reported on the Fairfield Village Community Reference Group meeting No. 4 held on 20 September 2017.</p> <p><b>Meeting schedule</b></p> <p>ATB confirmed the last meeting for 2017 is scheduled for 11 December 2017.</p>	
9	Close of Meeting	Meeting Close: 8.30 pm	
10	Next Meeting	Next Meeting: 11 December 2017 at 6.30pm	

Alister Bayston

School Council President

Date 11/12/2017

Paul Wallace

Executive Officer

Date 11/12/2017