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# Fairfield Primary School

## School Council Minutes

Date: Monday 23 October 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		✓	
Alexa Every (AE)	Parent Member	Policy	✓ (minute taker)		
Jodie Palmer (JP)	Parent Member	Community	✓ (late)		
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	✓ (late)		
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	<b>Opening / Welcome</b> ATB opened the meeting as President and confirmed that a quorum was present at 6.30pm.	
2	<b>Attendance/Apologies</b> ATB confirmed there were apologies from KS and RL and that JP would be an hour late.	
3	<b>Minutes of previous meeting</b> ATB invited corrections to the previous minutes dated 18 September 2017 and confirmed there were none.  School Council discussed the matters arising from the previous minutes of 18 September:  <b>Boundary fence between new land and neighbour on Wingrove St</b> PW has had verification that the boundary needs to be moved. Negotiations with the neighbour will take place after the LXRA has exited the land, which will be in 12-18 months. PW has discussed this matter with the neighbour.  <b>Motion:</b> That School Council adopt the minutes of the previous meeting held on 18 September 2017 <b>Moved:</b> ATB <b>Second:</b> AE <b>Motion carried</b>	KS to arrange for copies of the minutes of 18 September 2017 to be signed and placed on the FPS website.

4	Essential Business	<p><b><u>NAPLAN data and student opinion survey results</u></b></p> <p>KL presented overview of NAPLAN data and student opinion survey results. (Napljan data was also presented in school newsletter).</p> <p><b><u>Eastern playground development</u></b></p> <p>DG reported that Buildings and Grounds Committee are to run a targeted expression of interest process to seek affordable bids for the project. DG will bring results of that process to school council once available.</p> <p><b><u>School funded facilities (Form 35)</u></b></p> <p>AJB presented Form 35 and asked that it be supported and submitted to DET as part of the Masterplan funding application.</p> <p><b>Motion:</b> that ATB sign and submit letter on behalf of school council.  <b>Moved:</b> AJB  <b>Seconded:</b> DG  <b>Motion carried</b></p> <p><b><u>Governance and probity expectations and requirements for School Council</u></b></p> <p>Held over to next meeting.</p>	<p>AJB, PW and KL to present school performance data to parents early next year as part of the annual report presentation at the school council AGM.</p> <p>DG to provide an update on the eastern playground development project as part of his report in the next school newsletter.</p> <p>KS to put on agenda for next School Council meeting.</p>
6	Reports	<p><b><u>Principal's Report</u></b></p> <p>AJB spoke to the Principal's Report and acknowledged PW and KL for their work in her absence over terms 2&amp;3.</p> <p><b>Motion:</b> That School Council accept the Principal's Report.  <b>Moved:</b> AJB  <b>Second:</b> KL  <b>Motion Carried</b></p> <p><b><u>Finance Committee Report</u></b></p> <p>NS spoke to the finance documentation including the indicative budget and noted that the Action from last meeting to be held over to next meeting.</p> <p>PW reported that the school has liaised with some users regarding user fees.</p> <p><b>Motion:</b> That School Council accept the Finance Committee report for September 2017.  <b>Moved:</b> NS  <b>Second:</b> AJB  <b>Motion Carried</b></p>	<p>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.</p> <p>NS to present indicative budget at the next School Council meeting.</p> <p>PW to to present facility user contracts at next School Council meeting.</p>

		<p><b><u>Buildings and Grounds Committee Report</u></b></p> <p>DG spoke to the Buildings and Grounds Committee Report.</p> <p>DG reported on meeting with Sport and Rec Vic to discuss netball court project:</p> <ul style="list-style-type: none"> <li>• Received some positive commitments for funding of a range of elements of the project.</li> <li>• SRV are happy to progress work while Joint User Agreement negotiations continue.</li> <li>• SRV will lead community consultation.</li> </ul> <p>ATB reported that Joint User Agreement negotiations with Darebin Council continue.</p> <p><b>Motion:</b> that School Council endorse design proposed by SRV for the FPS as outlined in the B&amp;G report.  <b>Moved:</b> DG  <b>Second:</b> DL  <b>Motion carried</b></p> <p><b>Motion:</b> That School Council accept the Buildings and Grounds Committee report for October 2017.  <b>Moved:</b> DG  <b>Second:</b> DL  <b>Motion Carried</b></p> <p><b><u>Policy Committee Report</u></b></p> <p>PW presented the Anaphylaxis Management Policy (held over from the August meeting).</p> <p><b>Motion:</b> That School Council approve the Anaphylaxis Policy.  <b>Moved:</b> PW  <b>Second:</b> AE  <b>Motion Carried</b></p> <p><b><u>Community Committee Report</u></b></p> <p>JP spoke to the Community Committee Report, including plans for minor rejuvenation of the kitchen area in the BER and a 'thank you BBQ' for volunteers to be held on 15 December 2017.</p> <p>Discussion that FPS is hosting the upcoming by-election booth. Agreed not to hold a sausage sizzle as it falls on the same day as the Farmers' Market.</p> <p><b>Motion:</b> That School Council accept the Community Committee Report.  <b>Moved:</b> JP  <b>Second:</b> DL  <b>Motion Carried</b></p>	<p>PW to present 'processes for community events' at next School Council meeting.</p> <p>FPS office to contact the farmers market to notify them of by-election.</p>
7	<b>Correspondence</b>	<p>Following correspondence were circulated:</p> <ul style="list-style-type: none"> <li>• Letter to DET re zoned cleaning contract policy dated 25 August</li> <li>• Letter to Hayball (endorsement) dated 17 September</li> <li>• Letter from Parkside Netball Club dated 18 September</li> <li>• Letter to Minister Merlino dated 20 September.</li> </ul>	
8	<b>General Business</b>	<p><b>FPS Masterplan.</b></p> <p>ATB provided update on progress.</p> <p><b>Netball Court</b></p> <p>GB provided update as part of Buildings and Grounds Committee report above.</p> <p><b>Fairfield Village Community Reference Group</b></p> <p>Held over.</p> <p><b>LXRA Reference Group</b></p>	<p>KS to put update on Fairfield Village Community Reference Group and LXRA Reference Group on agenda for next meeting.</p> <p>LXRA to present to School Council at next</p>

		Held over.  <b>Meeting schedule</b>  Discussion of school council meeting schedule for remainder of 2017. Agreed that meeting of 20 November will proceed and need for a December meeting will be discussed then.	meeting. KS to put on agenda.  KS to put meeting schedule on agenda for next meeting.
9	Close of Meeting	Meeting Close: 8.35 pm	
10	Next Meeting	Next Meeting: 20 November 2017 at 6.30pm	

Alistair Bayston

School Council President

Date 22/11/2017

Allana Bryant

Executive Officer

Date 1/12/2017