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Fairfield Primary School

School Council Minutes

Date: Monday 11 December 2017

Time: 6.30pm

Venue: 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	✓ (late)		
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 6.35pm.	
2	ATB advised that the presentation by the VSBA and Hayball Architects on the planned expenditure of the recent \$2.5 million capital works grant has been postponed. A report will likely be provided to School Council in February 2018.	KS to include update on planned expenditure of capital works grant in agenda for February 2018.
3	Attendance/Apologies ATB confirmed there were no apologies. ATB welcomed Mark Nicholson, as an observer to the meeting for the agenda item 'Use of School Gym'.	
4	Minutes of previous meeting ATB invited corrections to the previous minutes dated 20 November 2017 and confirmed there were none. Motion: That School Council adopt the minutes of the previous meeting held on 20 November 2017 Moved: NS Second: KL Motion carried School Council discussed the matters arising from the previous minutes of 20 November 2017.	KS to arrange for copies of the minutes of 20 November 2017 to be signed and placed on the FPS website. AE to prepare a letter of acknowledgment from School

		<p>School Council acknowledged the feedback received to date on the Art4All 2017 event. An evaluation form will be included in the recently revised 'Process for Organising Community Events 2018' documentation.</p> <p>School Council agreed to write a letter of acknowledgement to the Minister in response to the letter dated November 2017 regarding the \$2.5m capital works funding.</p>	<p>Council to the Hon James Merlino MP regarding the \$2.5m capital works funding.</p>
5	Essential Business	<p><u>Use of school gym</u></p> <p>PW welcomed Mark Nicholson (interested parent from Shooters Basketball Club) as an observer to the meeting for this agenda item. PW advised School Council of the current situation of a double booking for use of the basketball court facility in the school gym on three weekday afternoons. PW advised that OSH Club have a three year agreement with FPS for exclusive use of a licensed area (which includes the entire area of the multipurpose centre) on weekdays during term time from 7am to 9am and from 3.30pm to 6pm.</p> <p>Shooters Basketball Club are also currently accessing the basketball court facility from 4.15pm, three days per week. PW confirmed that the current arrangements will continue for the remainder of Term 4.</p> <p>School Council noted the emails provided to FPS by members or representatives of the Shooters Basketball Club supporting the continuation of the current access arrangements by the club for the benefit of its members.</p> <p>Mark Nicholson addressed School Council in support of maintaining access for the club to the facility. In doing so, Mark highlighted that a number of FPS students are members of the Club and the particular needs of the younger members of the club requiring access to the Shooters program at a time earlier than 6pm.</p> <p>School Council discussed in detail the possible options to allow access to the facility by both OSH Club and Shooters Basketball Club. School Council noted both the importance of the service provided by OSH Club for working parents, whilst recognising the value provided by a sporting club such as Shooters to the community.</p> <p>[RL arrived at 7pm]</p> <p>School Council discussed organising a conversation with OSH Club to consider options and opportunities, including discussing OSH Club attendance numbers and required square metrage to accommodate OSH Club attendees.</p> <p>School Council agreed that PW will revert to representatives of OSH Club to consider and explore any options or oportunities to accommodate the requirements of Shooters' program in the basketball court facility for 2018.</p> <p>School Council acknowledged its intention to try to reach a compromise to be able to accommodate the needs of both parties whilst recognising that FPS needs to ensure the OSH Club is adequately resourced to meet the school's afterschool care programme requirements and to meet legal compliance.</p> <p>Note: Councillors declared a potential conflict of interest as parents of children who are members of the basketball club, including ATB, AE and DL.</p> <p>[Mark left the meeting at 7.32pm]</p> <p><u>2018 Overall Implementation Plan</u></p> <p>KL spoke to the 2018 Overall Implementation Plan comprising the School Strategic Plan and Annual Implementation Plan, which will be subsequently submitted to the FPS Senior Leadership Team and the Department.</p> <p>Motion: That School Council endorse the 2018 Overall Implementation Plan comprising the School Strategic Plan and Annual Implementation Plan.</p>	<p>PW to hold discussions with OSH Club in relation to access of the basketball court facility.</p>

Moved: ATB
Second: DG
Motion Carried

School Council Insurance Guide

PW advised that insurance from VMIA can be purchased to cover risks and exposures not otherwise covered under the Department's insurance. PW referred to the VMIA School Council Insurance Guide which provides an overview of items that would be included and confirmed the level of coverage to be purchased.

Cleaning arrangements

PW referred to the letter received from the Department of Education and Training (DET) dated 1 December 2017 regarding the introduction of a metropolitan area-based cleaning model and seeking assistance to terminate the School Council Agreement with its cleaning provider to transition to the new model on 1 July 2018. In order to terminate the agreement, DET requests School Council to authorise DET to act as its agent under the School Council Agreement to exercise any and all rights under that agreement.

School Council noted its disappointment with DET's introduction of the new model and acknowledged that the current school cleaners have been outstanding cleaning providers but unfortunately DET's position does not allow them to continue.

Motion: That School Council resolve to comply with the direction of DET with respect to terminating the School Council cleaning agreement with Lukovski Family Trust to enable FPS to transition to the new model on 1 July 2018.

Moved: ATB
Second: RL
Motion Carried

Motion: That School Council authorise DET to act as its agent under the School Council Agreement to exercise any and all rights under that agreement.

Moved: ATB
Second: RL
Motion Carried

Eastern playground project

DG provided an update on the Eastern playground project. DG advised that given the impending netball court and master plan works, the Buildings & Grounds committee has agreed to postpone the commencement of the playground project until mid 2018. DG advised that three submissions have been received in response to the Expression of Interest process for construction and install of the playground and advised that KL will now coordinate a process by which Grade 5 students will lead a consultation process with Grade 3 and 4 students with feedback to inform the final design.

School Council noted that the current status will be communicated to the school community and to students via their teachers.

Self assessment survey tool

ATB referred to the online School Council Self Assessment Survey distributed to Councillors on 6 December 2017.

School Council discussed the utility of understanding any compliance gaps for referral to the newly appointed School Council in 2018.

School Council discussed a report provided by PW on the results of the survey.

School Council acknowledged the work undertaken by Sarah Moody in facilitating the online survey and its results. PW will circulate the report to School Council, with any suggestions or observations from the survey

ATB to sign the acknowledgement for submission to DET by FPS.

An update on the status of the eastern playground project to be prepared by DG for distribution to the school community. Communication to students through teaching staff.

PW to circulate the results from the self assessment survey to councillors.

Councillors to provide any feedback to the survey and its results by email to ATB.

		and its results to be emailed to ATB.	
6	Reports	<p><u>Principal's Report</u></p> <p>PW referred to the Principal's Report, to be taken as read.</p> <p>Motion: That School Council accept the Principal's Report. Moved: PW Second: JP Motion Carried</p> <p><u>Finance Committee Report</u></p> <p>NS spoke to the finance report, which included a clarification on the August 2017 finance report.</p> <p>Motion: That School Council adopt the Finance Committee report for November 2017. Moved: NS Second: RL Motion Carried</p> <p>Motion: That the financial reports and associated tables for the month of November 2017 as presented in the Financial Report be accepted as a true and accurate record of FPS' financial position. Moved: NS Second: RL Motion Carried</p> <p>NS spoke to, and School Council discussed, the 2018 indicative budget.</p> <p>Motion: That School Council adopt the indicative budget for 2018. Moved: NS Second: ATB Motion Carried</p> <p>Motion: That School Council extend the meeting for an additional 15 minutes at 8.45pm. Moved: ATB Second: JP Motion Carried</p> <p><u>Buildings and Grounds Committee Report</u></p> <p>DG referred to the Buildings and Grounds Committee Report, to be taken as read.</p> <p>Motion: That School Council accept the Buildings and Grounds Committee report. Moved: DG Second: ATB Motion Carried</p> <p><u>Policy Committee Report</u></p> <p>Due to the shortage in time, School Council noted that consideration of the Policy Committee report and the Hire Facilities Policy will be deferred until the February 2018 meeting.</p> <p><u>Community Committee Report</u></p> <p>JP spoke to the Community Committee Report, including in relation to the recent 2018 Fair Meeting, the implications of the netball court construction and the budget and event plan for the Fair.</p> <p>Motion: That School Council approve the budget and event plan for FPS Fair 2018. The final event proposal will be reviewed by FPS administration for compliance and is subject to road closure & access during netball court construction. Moved: JP</p>	<p>KS to include the Policy Committee Report and the Hire Facilities Policy in the February 2018 agenda.</p>

		Second: AE Motion Carried Motion: That School Council accept the Community Committee Report. Moved: JP Second: RL Motion Carried	
7	Correspondence	ATB referred to the correspondence circulated, including the LXRA Drop-In Session Invitation Flyer.	
8	Close of Meeting	Meeting Close: 8.50 pm	
9	Next Meeting	Next Meeting: TBA (February 2018)	

Alister Bayston

School Council President

Date 14/2 / 2018

Paul Wallace

Executive Officer

Date 14/2 / 2018